TOSHIBA
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READ THIS BOOK
First

MULTIFUNCTIONAL DIGITAL SYSTEMS

Quick Start Guide

e-STUDIO555/655/755/855

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Preface

Thank you for purchasing the TOSHIBA Multifunctional Digital Systems.
This Quick Start Guide describes the preparation of the operation, the basic and advanced usage of this equipment.
Be sure to read this manual before you use this equipment. Keep this manual handy and retain it for future reference.

This equipment provides the scanning function as an option. However, this optional scanning function is already installed in some models.

Trademarks

- The official name of Windows 2000 is Microsoft Windows 2000 Operating System.
- The official name of Windows XP is Microsoft Windows XP Operating System.
- The official name of Windows Vista is Microsoft Windows Vista Operating System.
- The official name of Windows 7 is Microsoft Windows 7 Operating System.
- The official name of Windows Server 2003 is Microsoft Windows Server 2003 Operating System.
- The official name of Windows Server 2008 is Microsoft Windows Server 2008 Operating System.
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- NOVELL, NetWare, NDS are trademarks of Novell, Inc. in the US.
- TopAccess is a trademark of Toshiba Tec Corporation.
- Other company names and product names in this manual are the trademarks of their respective companies.

Lineup of Our Manuals

We have provided you with these manuals for the operation of this equipment. Select and read the manual best suited to your needs. Some of these manuals are printouts and others are PDF files recorded in the User Documentation CD-ROM.

Printouts

Quick Start Guide (This manual)

This Quick Start Guide describes the preparation of the operation, the basic and advanced usage of this equipment.

Safety Information

This Safety Information describes the necessary precautions for using this TOSHIBA Multifunctional Digital Systems. For your added safety, be sure to read this booklet before using this equipment.

PDF files

Copying Guide

This Copying Guide describes the operations and settings enabled with the [COPY] button on the control panel.

Scanning Guide

This Scanning Guide describes the operations and settings enabled with the [SCAN] button on the control panel and those of Internet Fax.

e-Filing Guide

This e-Filing Guide describes the e-Filing functions enabled from the control panel of this equipment and the e-Filing web utility.

MFP Management Guide

This MFP Management Guide describes the operations and settings enabled with the [USER FUNCTIONS] button and the [COUNTER] button on the control panel.

Software Installation Guide

This Software Installation Guide describes the installation procedures of printer drivers and utilities.

Printing Guide

This Printing Guide describes the settings of printer drivers required for printing with this equipment and the various printing procedures.

TopAccess Guide

This TopAccess Guide describes procedures for remote setup and management of this equipment from a web-based utility, the "TopAccess".

Troubleshooting Guide

This Troubleshooting Guide describes how to troubleshoot the problems that could occur while you are using the equipment.

Network Fax Guide

This Network Fax Guide describes the operations of the N/W-Fax Driver.

Operator's Manual for AddressBook Viewer

This Operator's Manual for AddressBook Viewer describes the operations of the AddressBook Viewer.

Operator's Manual for Backup/Restore Utility

This Operator's Manual for Backup/Restore Utility describes the operations and settings of the Backup/Restore Utility.

Operator's Manual for Remote Scan Driver

This Operator's Manual for Remote Scan Driver describes the operations and settings of the Remote Scan Driver.

Operator's Manual for TWAIN Driver / File Downloader

This Operator's Manual for TWAIN Driver / File Downloader describes the operations and settings of the "TWAIN Driver" and the utility "File Downloader" required for storing data in e-Filing of this equipment.

To read manuals in PDF (Portable Document Format) files

Viewing and printing manuals in PDF files require that you install Adobe Reader or Adobe Acrobat Reader on your PC. If Adobe Reader or Adobe Acrobat Reader is not installed on your PC, download and install it from the website of Adobe Systems Incorporated.

How to Read This Manual

Symbols in this manual

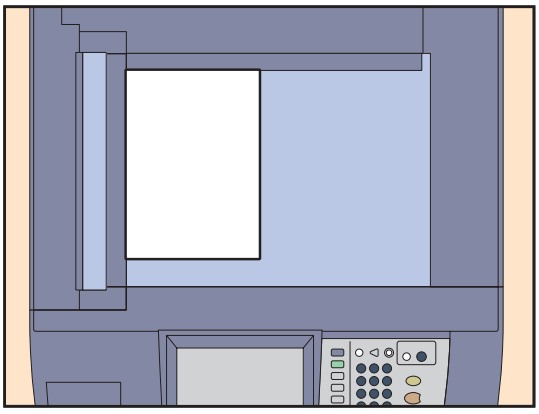
In this manual, some important items are described with the symbols shown below. Be sure to read these items before using this equipment.

⚠WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding objects.
⚠CAUTION	Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding objects, or loss of data.
Note	Indicates information to which you should pay attention when operating the equipment.
Tip	Describes handy information that is useful to know when operating the equipment.
🕮	Pages describing items related to what you are currently doing. See these pages as required.

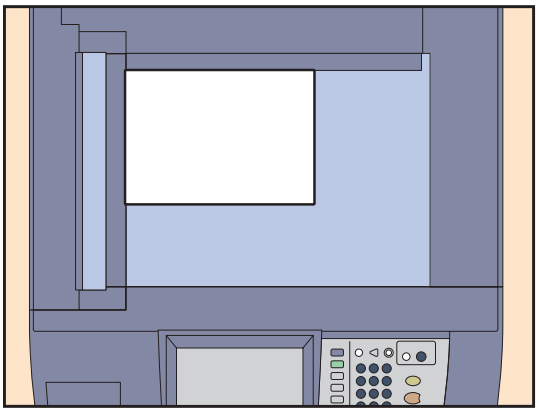
Description of original/paper direction

Paper or originals of A4 or B5 / LT size can be placed either in a portrait direction or in a landscape direction. In this manual, "-R" is added to this paper size when this size of paper or original is placed in a landscape direction.

Example: A4 / LT size original on the original glass



Placed in a portrait direction: A4 / LT



Placed in a landscape direction: A4-R / LT-R

Paper or originals of A3 or B4 / LD or LG size can only be placed in a landscape direction, therefore "-R" is not added to these sizes.

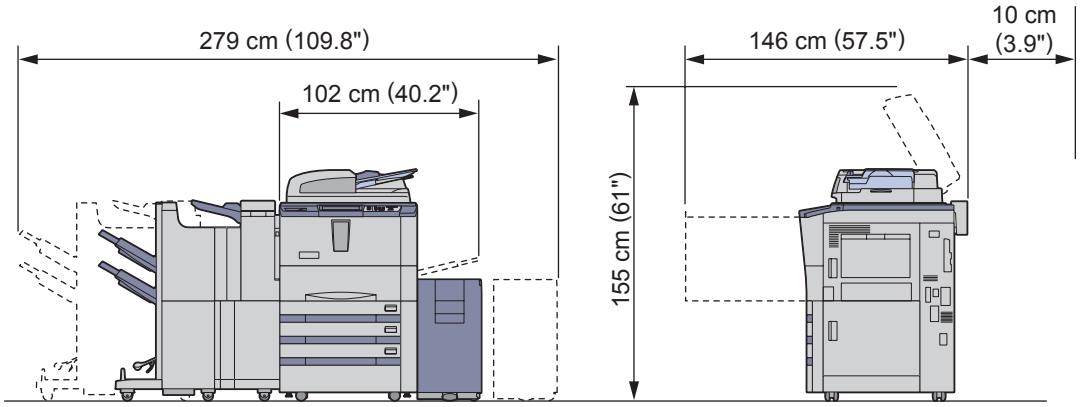
Screens and Operation Procedures

- In this manual, the screens and the operation procedures in Windows are described for Windows Vista. The details on the screens may differ depending on how the equipment is used, such as the status of the installed options, the OS version and the applications.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

Installation Space

Make sure that there is enough space around the system to facilitate changing of parts, maintenance and clearing paper jams.

If there is insufficient space, some operations, such as bypass feeding, will become difficult and the Multifunctional Digital Systems could even break down.



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PREPARATIONS

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Items Included in This Product

The items included in this product are shown below.

The following items are included in the e-STUDIO555/655/755/855 Multifunctional Digital Systems. Check that you have all the items.

Items included in the product

Quick Start Guide (this guide)
Safety Information
Client Utilities CD-ROM
User Documentation CD-ROM
Tab paper back guide
Tray spacer of Reversing automatic document feeder
Setup report
Operator's manual pocket
Cleaning cloth

Tips

- For the details of the manuals, see the following page: P.2 "Lineup of Our Manuals"
- For more details about the CD-ROMs, see the following page: P.11 "CD-ROM"

CD-ROM

The software included in the Client Utilities CD-ROM is shown below.

The following pieces of client software are included in the Client Utilities CD-ROM.

Client software

For Windows	Client Software Installer
	PCL6 printer driver
	PS3 printer driver
	XPS printer driver
	TWAIN driver
	File downloader
	N/W-Fax driver
	AddressBook Viewer
	Remote Scan driver
	WIA driver
	TOSHIBA NDPS Gateway
	e-Filing Backup/Restore Utility
For Macintosh	PPD file for Mac OS X 10.2.4 to Mac OS X 10.3.x PPD file for Mac OS X 10.4 to Mac OS X 10.6.x Plug-in for Mac OS X 10.4 to Mac OS X 10.6.x
For UNIX/Linux	UNIX/Linux filter (Solaris, HP-U, AIX, Linux, SCO)
	CUPS

Tip

For the details of the client software, see the following page: 📖 P.12 "Client Software"

For details, refer to the ***Software Installation Guide***.

Client Software

This product provides you with Client software for the printing, scanning, e-Filing, network management and network fax functions.

Client software for the print functions

PCL6 printer driver	This printer driver enables users to print color or black-and-white documents with the TrueType font from Windows computers.
PS3 printer driver	This printer driver enables users to print documents with the PostScript font or images from Windows computers. This printer driver is normally used.
XPS printer driver	The XML Paper Specification (XPS) is a page description language developed by Microsoft. This printer driver enables users to print documents from the WPF applications created for Windows Vista.
TOSHIBA NDPS Gateway	TOSHIBA NDPS Gateway enables to configure the NDPS objects in servers running NetWare 5.1 with Support Pack 7 service pack or higher or NetWare 6.0/6.5.
PPD file for Macintosh	This printer driver enables users to print documents from Macintosh computers (Mac OS X10.2.4 to Mac OS X 10.6.x).
UNIX/Linux filter	UNIX/Linux filters enables users to print from the UNIX/Linux workstation over a TCP/IP network.
CUPS	CUPS files enable users to set up the CUPS print system from UNIX/Linux workstations.

For details, refer to the ***Software Installation Guide*** and ***Printing Guide***.

Client software for the scanning functions

Remote Scan driver	This driver enables you to obtain scanned data as an image in the applications supporting TWAIN on Windows computers over a TCP/IP network by remotely scanning the documents.
WIA driver	This driver enables you to obtain scanned data as an image in the applications supporting WIA (Windows Imaging Acquisition) scan driver on Windows computers.

For details, refer to the ***Software Installation Guide***, ***Operator's Manual for Remote Scan Driver*** and ***Scanning Guide***.

Client software for the e-Filing functions

TWAIN driver	This driver enables you to obtain documents stored in e-Filing as an image in application supporting TWAIN on Windows computers over a TCP/IP network.
File downloader	File downloader enables you to obtain documents stored in e-Filing as an image in your Windows computers over a TCP/IP network.
e-Filing Web utility	This utility enables you to create boxes and folders, move and delete documents and manage e-Filing using a browser on your computer. You can also back up and restore the data in e-Filing.
e-Filing Backup/Restore Utility	This utility enables you to back up and restore the data in e-Filing.

For details, refer to the ***Software Installation Guide***, ***Operator's Manual for TWAIN Driver/ File Downloader***, ***e-Filing Guide*** and ***Operator's Manual for Backup/Restore Utility***.

Client software for the network management

TopAccess	TopAccess enables you to view the device information, monitor jobs, create templates and manage address book from your computers using a browser. The device can be set up and maintained with the administrator's function from your computers using a browser.

For details, refer to the ***TopAccess Guide***.

Software for the network fax functions

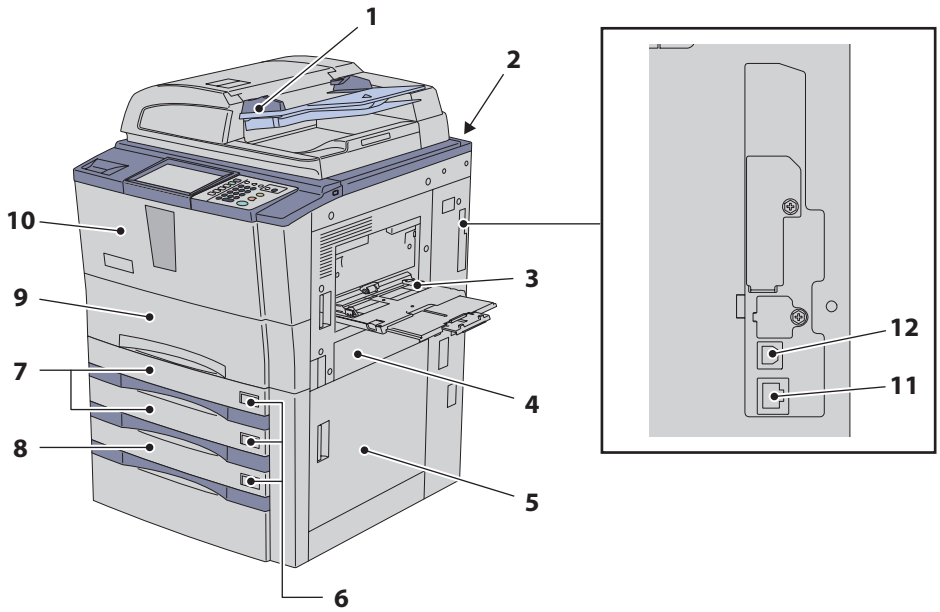
N/W-Fax driver	The N/W-Fax driver enables you to send electronic documents as faxes or Internet faxes from your computers to one or more contacts or groups via this equipment.
AddressBook Viewer	AddressBook Viewer enables you to manage Fax numbers and Internet Fax addresses of the contacts and upload the address book from computers to this equipment. The contacts managed by AddressBook Viewer can be used for Fax and Internet Fax transmissions by N/W-Fax.

For details, refer to the ***Software Installation Guide***, ***Network Fax Guide*** and ***Operator's Manual for AddressBook Viewer***.

Description of Each Component

This section describes the names and operations of the components and options.

Front / Right side



1. Reversing automatic document feeder
The stack of originals is scanned one sheet at a time. Both sides of the original can be scanned. A maximum of 100 originals (80 g/m^2 or 20 lb. Bond) (or stack height 16 mm or 0.62") can be placed in one go. (The maximum number of sheets that can be set may vary depending on the media type of the originals.)

2. Operator's manual pocket (back)
Keep the manual in this pocket.

3. Bypass tray
Use this to perform printing on special media types such as OHP film, etc.

4. Bypass cover
Open it when a paper jam occurs.

5. Paper feed cover
Open this cover when releasing paper misfed in the drawer feeding area.

6. Paper size indicator

7. Drawer
A maximum of 550 sheets (64 g/m^2 or 17 lb. Bond) or 500 sheets (80 g/m^2 or 20 lb. Bond) of plain paper can be placed in one go.

8. Tandem large capacity feeder
A maximum of 3000 sheets (64 g/m^2, 17 lb. Bond) or 2500 sheets (80 g/m^2, 20 lb. Bond) of plain paper can be placed in one go.

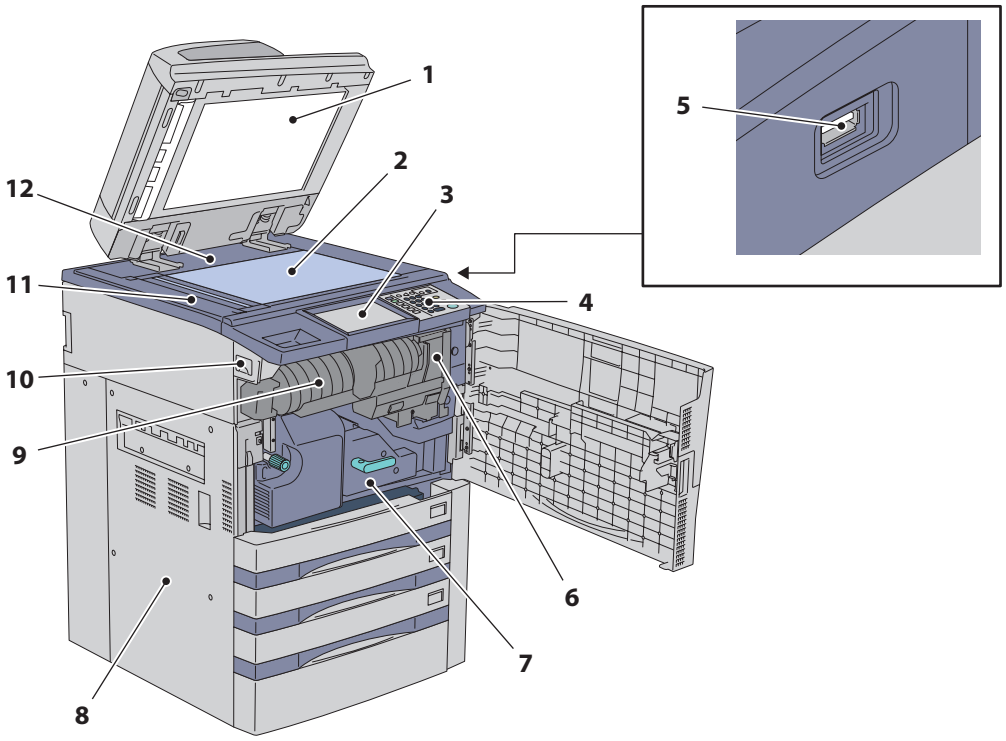
9. Front cover
Open it when a paper jam occurs in the transfer/transport unit.

10. Toner cover
Open this cover when replacing the toner cartridge.

11. Network interface connector
Use this connector when connecting this equipment to a network.

12. USB terminal (4-pin)
Use this terminal when connecting this equipment to a PC with a commercially available USB cable.

Left / Inner side



1. Platen sheet
P.62 "Regular Maintenance"

2. Original glass
Use this to copy three-dimensional originals, book-type originals and special paper such as OHP film or tracing paper, as well as plain paper.

3. Touch panel
Use this to set and operate various types of functions such as copying and faxing.
P.20 "Touch panel"

4. Control panel
Use this to set and operate various types of functions such as copying and fax.
P.18 "Control panel"

5. USB port
Use this connector when printing files stored in a USB device or storing scanned data into the USB device.

6. Toner cartridge holder

7. Transfer/transport unit
Open it when a paper jam occurs.

8. Exit cover
Open it when releasing a paper jam in the paper exit section.

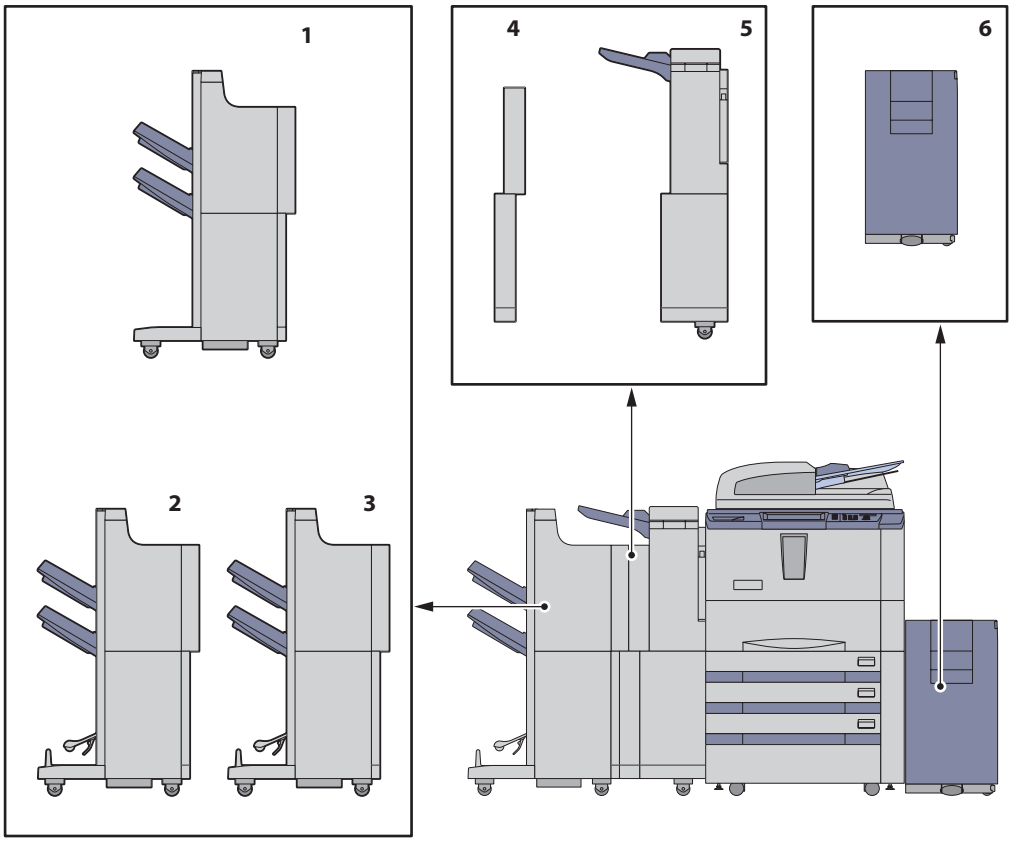
9. Toner cartridge
P.46 "Replacing Toner Cartridge"

10. Main power switch
Use this switch to turn the power of the equipment ON or OFF.
P.23 "Turning Power ON/OFF"

11. Scanning area
The data of originals transported from the Reversing automatic document feeder are scanned here.
P.62 "Regular Maintenance"

12. Original scale
Use this to check the size of an original placed on the original glass.

Configuration of options



1. Finisher (MJ-1027)
This Finisher enables sort/group finishing and stapling. The Hole Punch Unit (optional, MJ-6003) and the Inserter (optional, MJ-7001) can be installed in this Finisher.

2. Saddle Stitch Finisher (MJ-1028)
This Finisher enables saddle stitching, in addition to sort/group finishing and stapling. A maximum of 50 sheets of 80 g/m^2 or 20 lb. Bond plain paper can be stapled. The Hole Punch Unit (optional, MJ-6003) and the Inserter (optional, MJ-7001) can be installed in this Finisher.

3. Saddle Stitch Finisher (MJ-1029)
This Finisher enables saddle stitching, in addition to sort/group finishing and stapling. A maximum of 100 sheets of 80 g/m^2 or 20 lb. Bond plain paper can be stapled. The Hole Punch Unit (optional, MJ-6003) and the Inserter (optional, MJ-7001) can be installed in this Finisher.

4. Hole Punch Unit (MJ-6003)
This unit enables you to punch holes in printed sheets.

5. Inserter (MJ-7001)
This unit enables you to insert a sheet of paper which does not need to be copied. An already copied sheet, as well as a blank sheet, can be inserted. This inserter is also usable for single finishing operation without copying, such as stapling or hole-punching.

6. External Large Capacity Feeder (MP-4004)
This feeder enables you to feed A4 or LT paper up to 4000 sheets (80 g/m^2 or 20 lb. Bond). Thick paper (up to 209 g/m^2 or 110 lb. Index) can also be set in this feeder.

Other options available are as follows. Contact your service technician or Toshiba product distributor for details.

FAX Unit (GD-1250)
This is a unit for using the equipment as a Fax machine.
• Installed inside of the equipment

2nd Line for FAX Unit (GD-1260)
This unit enables you to add a line to the Fax, making a 2nd line available.
• Installed inside of the equipment
• The FAX Unit (optional, GD-1250) is required.

Printer Kit (GM-1180)
This is a kit for using the printer function.

Printer/Scanner Kit (GM-2180)
This is a kit for using the printing and scanning functions.

Scanner Kit (GM-4180)
This kit enables the scanning function.

Wireless LAN Module (GN-1050)
This module enables the equipment to be used in a wireless LAN environment.
• Installed inside of the equipment
• The Antenna (optional, GN-3010) is required.
• The equipment cannot be connected to the wireless and wired LAN at the same time.

Bluetooth Module (GN-2010)
This module enables you to perform Bluetooth printing.
• Installed inside of the equipment
• The Antenna (optional, GN-3010) is required.

Antenna (GN-3010)
This is used when the Wireless LAN Module or Bluetooth Module is installed.

e-BRIDGE ID Gate (KP-2004, KP-2005)
You can log in and use the equipment simply by holding an IC card over the e-BRIDGE ID Gate.
• Installed on the right-hand side of the equipment.

Data Overwrite Enabler (GP-1070)
This is an enabler to erase the data stored temporarily when copying, printing, scanning, Fax, Internet Fax or network Fax is performed. It overwrites temporarily stored data with random data.

IPsec Enabler (GP-1080)
This enables the IPsec function in this equipment.

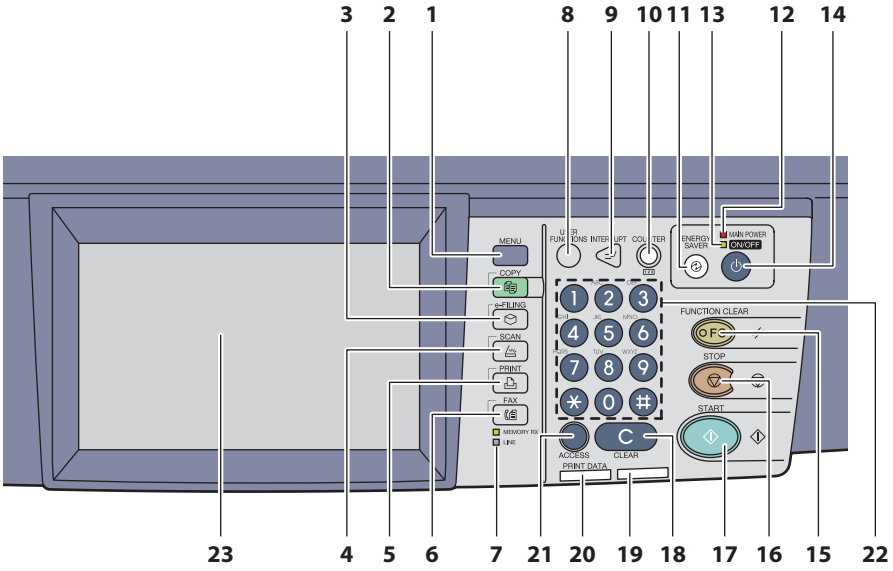
Meta Scan Enabler (GS-1010)
This enables the Meta Scan function in this equipment.

External Interface Enabler (GS-1020)
This enables the EWB function in this equipment.

Finisher Guide Rail (KN-1017)
This unit is used when the equipment is installed on soft surface flooring. This allows you to separate/install an optional finisher from/to the equipment easily.

Control panel

Use the buttons on the control panel for various operations and settings in the equipment.



1. [MENU] button
Use this button to display frequently used templates.

2. [COPY] button
Use this button to use the copying function.

3. [e-FILING] button
Use this button to access stored image data.

4. [SCAN] button
Use this button to use the scanning function.

5. [PRINT] button
Use this button to use the printing functions such as private printing, in this equipment.

6. [FAX] button
Use this button to use the Fax / Internet Fax function.

7. MEMORY RX / LINE lamps
These lamps show the status of the Fax data reception and Fax communication. The equipment can be operated even while these lamps are lit.

8. [USER FUNCTIONS] button
Use this button for paper size or media type setting of drawers, and registration of the copy, scan and FAX settings including a default setting change. Refer to the ***MFP Management Guide*** for the functions enabled by this button.

9. [INTERRUPT] button
Use this button to interrupt print processing and perform a copy job. The interrupted job is resumed by your pressing this button again.

10. [COUNTER] button
Use this button to display the counter.

11. [ENERGY SAVER] button
Use this button for the equipment to enter the energy saving mode.

12. MAIN POWER lamp
This lamp lights when the main power switch of this equipment is ON.

13. ON/OFF lamp
This lamp lights when the POWER of this equipment is ON.

14. [POWER] button
Use this button to shut down the power of the equipment.

15. [FUNCTION CLEAR] button
When this button is pressed, all selected functions are cleared and returned to the default settings. If the default setting is changed on the control panel, and then copying, scanning, Fax or similar is performed, this button blinks.

16. [STOP] button
Use this button to stop any scanning and copying operations in progress.

17. [START] button
Use this button to start copying, scanning and Fax operations.

18. [CLEAR] button
Use this button to correct the numbers keyed in, such as the number of copy sets.

19. ALARM lamp
This lamp lights when an error occurs and the equipment needs some actions to be taken.

20. PRINT DATA lamp
This lamp lights during reception of data such as print data.

21. [ACCESS] button

Use this button when the department code or user information has been set. If this button is pressed after copying, etc., the next user cannot use functions such as copying without keying in the department code or user information. Refer to the ***MFP Management Guide*** for the department and user management.

22. Digital keys

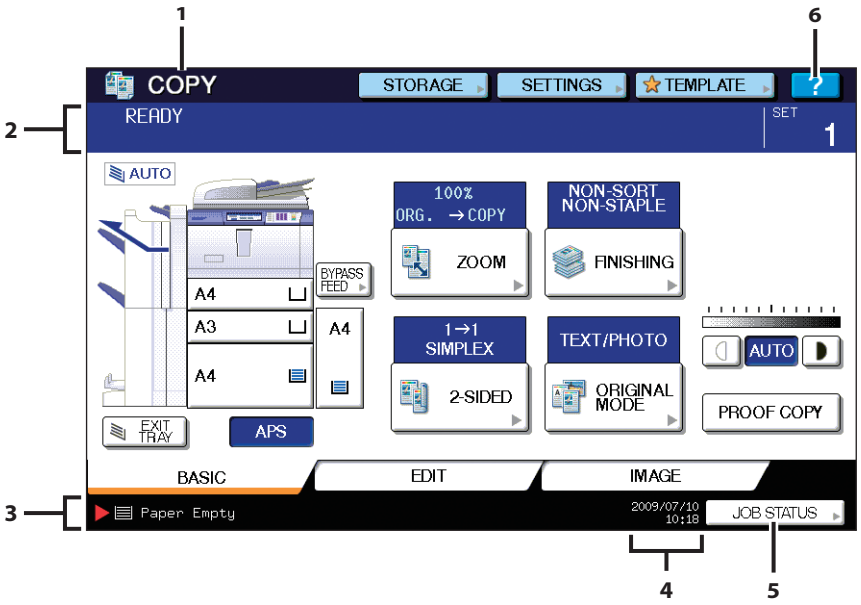
Use these keys to enter any numbers such as the number of copies, telephone numbers or passwords.

23. Touch panel

Use this panel for the various settings of the copying, scanning and Fax functions. This panel also indicates the status of the equipment, such as when you run out of paper or there is a paper jam.

Touch panel

When the power is turned ON, the basic menu for the copying function appears on this touch panel. The status of the equipment is also displayed on the touch panel with messages and illustrations.
The menu shown at the time of turning the power ON can be changed to one for functions other than copying, for example, Fax function. Contact your service technician for details.



1. **Function display**
   The function in use, such as copying or Fax, is displayed.
2. **Message indication area**
   This shows how you operate this equipment or the current status of this equipment in message form.
3. **Alert message indication area**
   This shows alert messages such as when the toner cartridges must be replaced.
4. **Date and time**
5. **[JOB STATUS] button**
   This indicates the processing status of copy, fax, scan or print jobs, and also allows the you to view their performance history.
6. **[Help] button**
   This is for viewing the explanation of each function or the buttons on the touch panel.

Message display

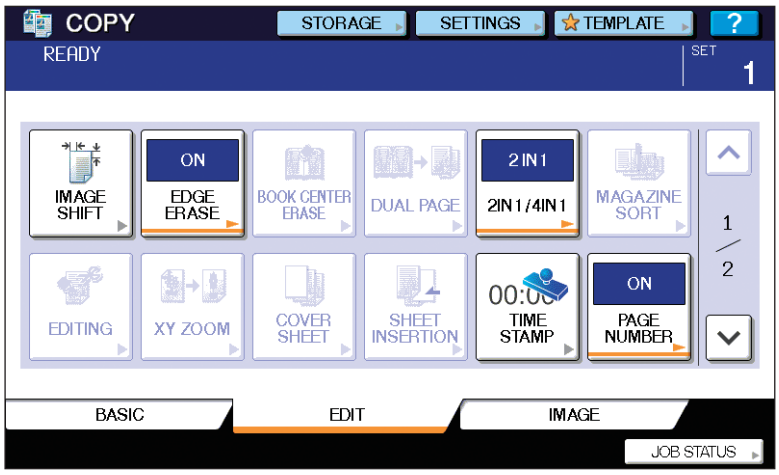
The following information appears in the touch panel:
Equipment status, operational instructions, cautionary messages, reproduction ratios, number of copy sets, paper size of a selected drawer, amount of paper remaining in a selected drawer and date and time.

Touch-buttons

Press these buttons on the touch panel lightly to set various functions.

Clearing functions selected

When you press the selected button, the function which has been selected is cleared. Or the selected setting is cleared automatically by the automatic function clear* when the equipment has been left inactive for a specified period of time.



* Automatic function clear:
This function works when a specified period of time has passed since the last paper exit or the last entry of any button. This function returns all the function settings to default without the need to press the [FUNCTION CLEAR] button. When the department or user management function is being used, the display returns to the department code or user information input menu. When these functions are not being used, the display returns to the basic menu of the copying function.

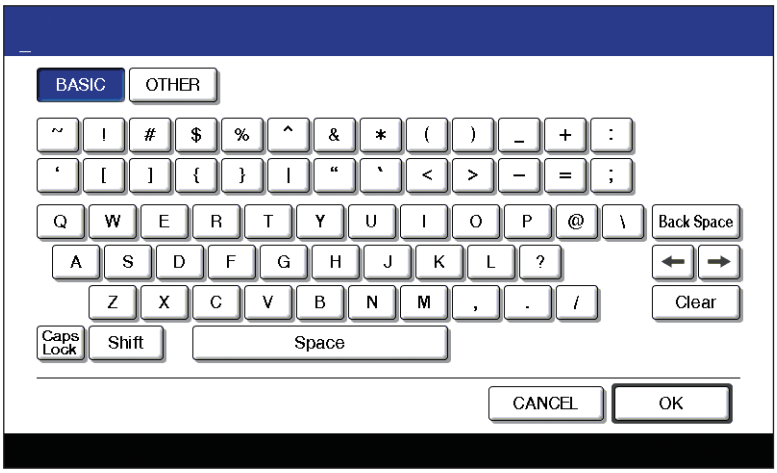
The period for the automatic function clear is set at 45 seconds by default at the time of installation of the equipment. Refer to the ***MFP Management Guide*** for change of this setting.

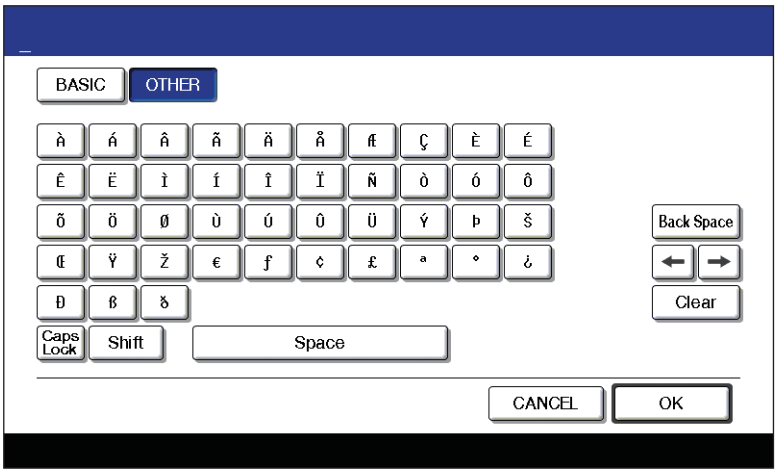
Adjusting the contrast of the touch panel

You can set the contrast of the touch panel in the USER FUNCTIONS menu entered by pressing the [USER FUNCTIONS] button on the control panel. For details, refer to the ***MFP Management Guide***.

Setting letters

The following menu appears when the entry of any letter is required for the operations of scanning, e-Filing, template and Internet Fax.
Use the buttons on the touch panel for letter entry and use the digital keys on the control panel for number entry.
After entering the letters, press [OK]. The menu will be changed.





The following buttons are used for letter entry.

[BASIC]: Press this to access the basic keys.
[OTHER]: Press this to access the special keys.

[Caps Lock]: Press this to switch capital letters and small letters.
[Shift]: Press this to enter capital letters.
[Space]: Press this to enter a space.

[Back Space]: Press this to delete the letter before the cursor.
[←] [→]: Press these to move the cursor.
[Clear]: Press this to delete all letters entered.

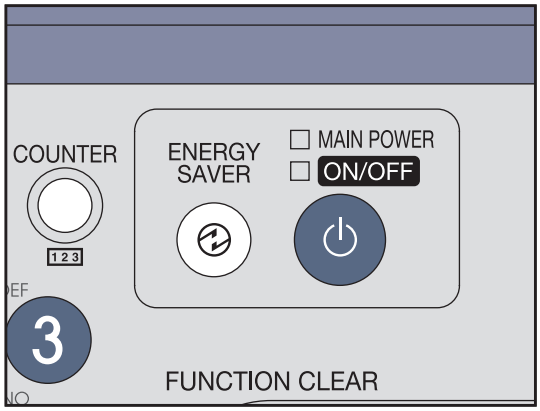
[CANCEL]: Press this to cancel the entry of letters.
[OK]: Press this to fix all entered letters.

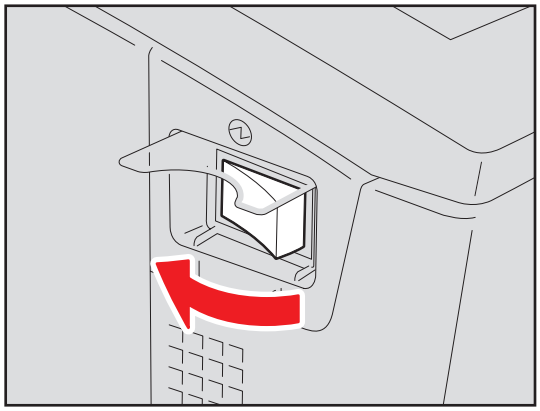
Turning Power ON/OFF

This section explains how to turn the power ON and OFF.

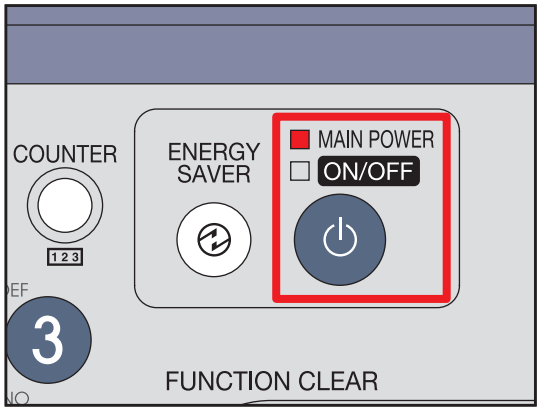
Turning the power ON

If the MAIN POWER lamp is not lit, open the main power switch cover and turn the power ON with the main power switch.





If the MAIN POWER lamp is lit, press the [POWER] button until the ON/OFF lamp lights.



- The equipment starts warming-up. "Wait Warming Up" appears during warming-up.
- While the equipment is warming up, you can use the auto job start function. For details, refer to the ***Copying Guide***.

The equipment will be ready for copying after about 130 seconds and "READY" appears.
When you turn the power of the equipment OFF, be sure to shut it down by pressing the [POWER] button on the control panel. (P.24 "Turning the power OFF (Shutdown)") Do not simply turn the main power switch.

When "ERASING DATA" appears

This message appears when the Data Overwrite Enabler (optional) has been installed. It appears immediately after the power is turned ON or after the equipment has been operated. You can operate the equipment even if it is displayed.

Tip

When the use of the equipment is managed under department management or user management function, you need to enter the department code or user information before making a copy. For details, see the following page:
P.26 "When Department or User Management is Used"

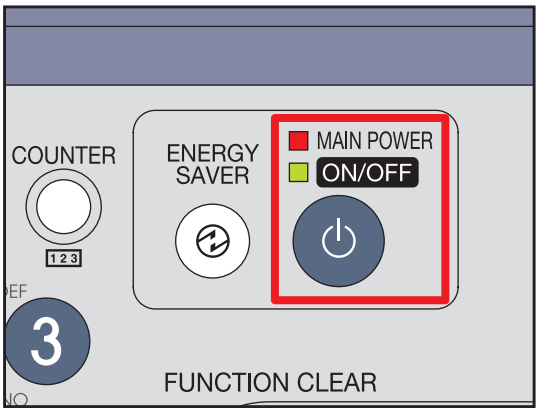
Turning the power OFF (Shutdown)

When turning OFF the power of the equipment, be sure to shut it down according to the procedure below. Check the following three points before shutdown.

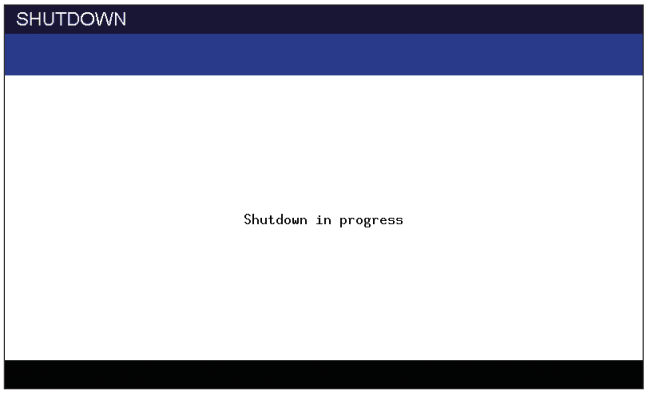
- No jobs should be left in the print job list.
- None of the PRINT DATA, MEMORY RX and LINE lamps should be blinking.
  (If the equipment is shut down while any of the above lamps is blinking, jobs in progress such as FAX reception will be aborted.)
- No PC should access the equipment via the network.

Notes

- Use the [POWER] button on the control panel to turn the power OFF. Do not simply press the main power switch to turn the power OFF, otherwise the stored data may be lost or the hard disk may be damaged.
- If a job in process exists when the [POWER] button of the control panel is pressed, " Processing job will be deleted Are you sure you want to shutdown ?" appears. If you press [YES], the job in process will be deleted and the equipment will be shut down. If you do not want to shut down the equipment, press [NO].
- The power of this equipment is automatically turned ON when print data or fax data are received or when the time set for "Scheduled Print" has come during the Super Sleep mode.

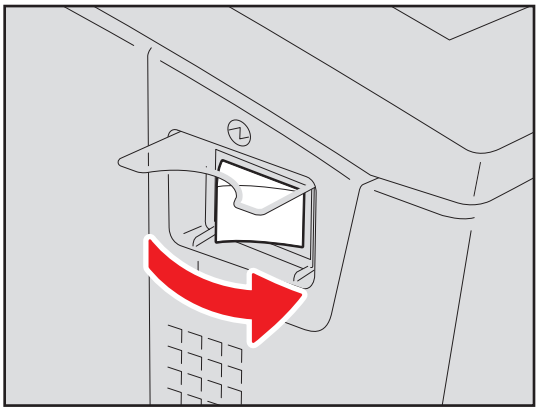


Press the [POWER] button until the sound is heard.



"Shutdown in progress" appears on the menu. After a while, the power of the equipment is turned OFF.

If you will not use the equipment for a long period of time, press the [POWER] button on the control panel to shut down the equipment, confirm that the ON/OFF lamp is not lit and then turn the power OFF with the main power switch.



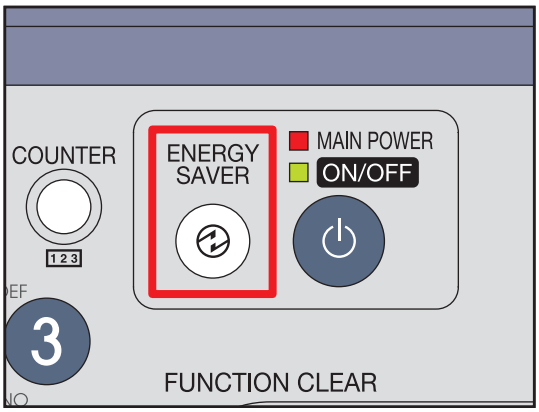
When the power is turned OFF with the main power switch, the main power switch lamp will go out.

Saving energy when not in use – energy saving modes -

This equipment supports three energy saving modes; the Automatic Energy Save mode, Sleep mode and Super Sleep mode. The table below shows the procedures to switch modes manually and the conditions under which the equipment enters into or recovers from each mode.

Energy saving modes	Procedure to switch modes	Conditions to enter into the mode	Status of equipment	Conditions to recover from the mode
Automatic Energy Save mode	When a specified period of time *1 has passed since the last use of the equipment.	–	"Saving energy - press START button" appears on the touch panel.	When a button on the control panel *5 is pressed or when print data or fax data are received.
Sleep mode	When the [ENERGY SAVER] button *7 is pressed or when a specified period of time *2 has passed since the last use of the equipment.	When a particular option *3 is installed or when a particular protocol *4 is enabled.	"Saving energy – press START button" goes off and the [ENERGY SAVER] button lights in green.	Same as the Automatic Energy Save mode.
Super Sleep mode	When the [ENERGY SAVER] button *7 or the [POWER] button *6 is pressed or when a specified period of time *2 has passed since the last use of the equipment.	When a particular option *3 is not installed and also when a particular protocol *4 is disabled.	Only the MAIN POWER lamp lights.	When the [POWER] button is pressed and held until the ON/OFF lamp lights, when print data or fax data are received through a wired LAN or when the time set for Scheduled Print has come.

*1 The default value set at the factory shipment is 3 minutes for e-STUDIO555 and 5 minutes for e-STUDIO655/755/855.
*2 The default value set at the factory shipment is 3 minutes for e-STUDIO555 and 10 minutes for e-STUDIO655/755/855.
*3 Any of the Wireless LAN Module, Bluetooth Module and e-BRIDGE ID Gate.
*4 Any of IPX, AppleTalk and other protocols. When the IPsec function is enabled, the equipment enters into the Sleep mode. Refer to the ***TopAccess Guide*** for details.
*5 Any of the [START], [ENERGY SAVER], [COPY], [e-FILING], [SCAN], [PRINT] and [FAX] buttons.
*6 Even if you press the [Power] button, the equipment may not enter into the Super Sleep mode and the power may be turned OFF, depending on the state of the equipment. Refer to the ***TopAccess Guide*** for the conditions under which the equipment enters into the Super Sleep mode.
*7 [ENERGY SAVER] button on the control panel shown below.



Refer to the ***MFP Management Guide*** for changing the default settings noted above.

Note

For the European version
Contact your service representative to change the default settings noted above.

When the set period of time for switching to the Automatic Energy Save mode and that for the Sleep mode or the Super Sleep mode are the same, the equipment enters into the Sleep mode or the Super Sleep mode after the set period of time.

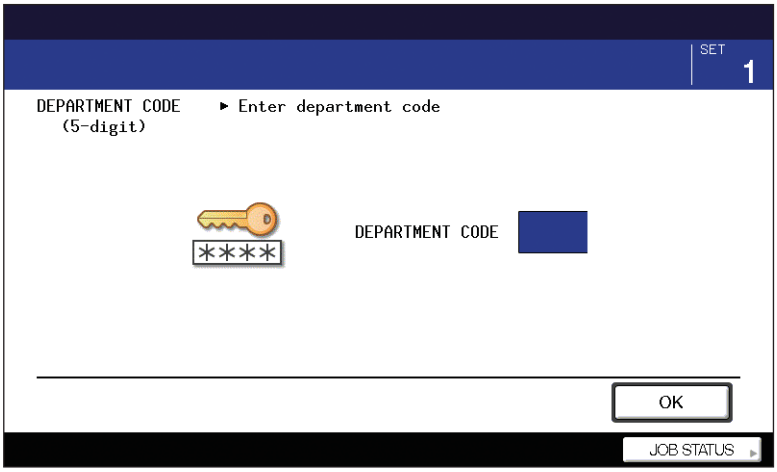
When Department or User Management is Used

When the equipment is managed with the department or user management function, users need to enter the department code or user information before making copies, etc.

Department management

You can restrict users or manage copy volumes made by an individual group or department in your company using the department codes. When the copy volume is controlled under the department code, enter the code after turning the power on. Refer to the ***MFP Management Guide*** for setting and registration of the department codes.

When the power of the equipment is turned ON, the following menu appears.
This menu also appears when the [ACCESS] button on the control panel is pressed or the automatic function clear has worked.



Key in a department code (5 digits) previously registered and press [OK] on the touch panel. The menu will switch and the equipment will be ready to be used.
If the department code keyed in is incorrect, the menu does not change. Key in the correct one.

After the operation

When you finish all operations, press the [ACCESS] button on the control panel to prevent unauthorized use of the equipment. The display returns to the department code input menu.

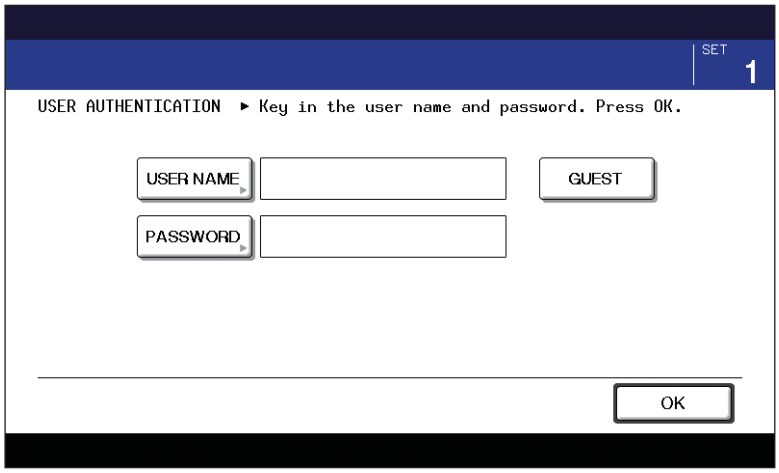
User management

Users of the equipment can be limited and the available functions and past record of each user can be controlled by using the user management function. When the equipment is managed under this function, turn the power ON and enter the information required (e.g. user name, password). The menu for entering user information also appears when you press the [ACCESS] button on the control panel or automatic function clear has worked. Enter the information according to the procedure below.

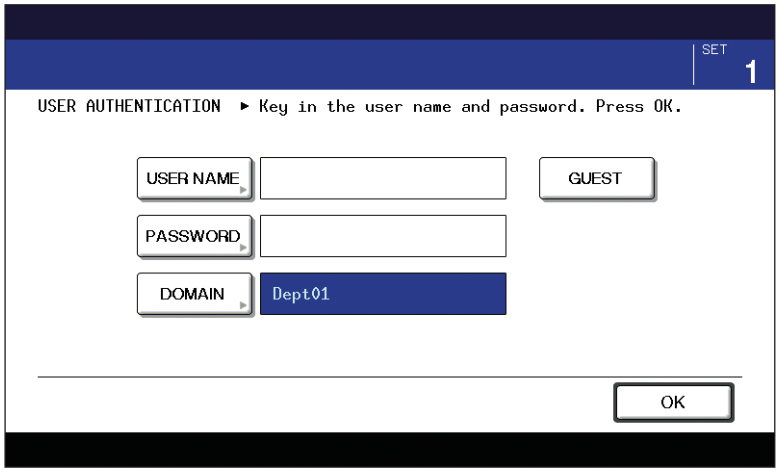
Tip

If a guest user is enabled in the user management, the [GUEST] button is displayed on the touch panel. Press [GUEST] to login as a guest user. For the types of functions available, consult the administrator.

MFP local authentication, LDAP authentication

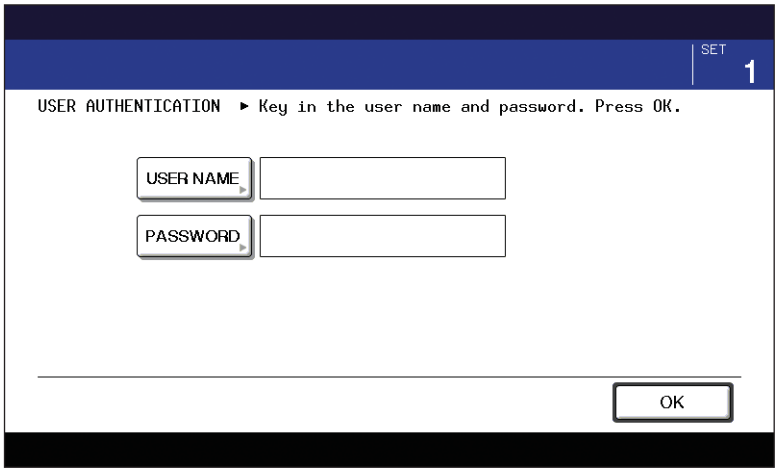


Windows Domain Authentication

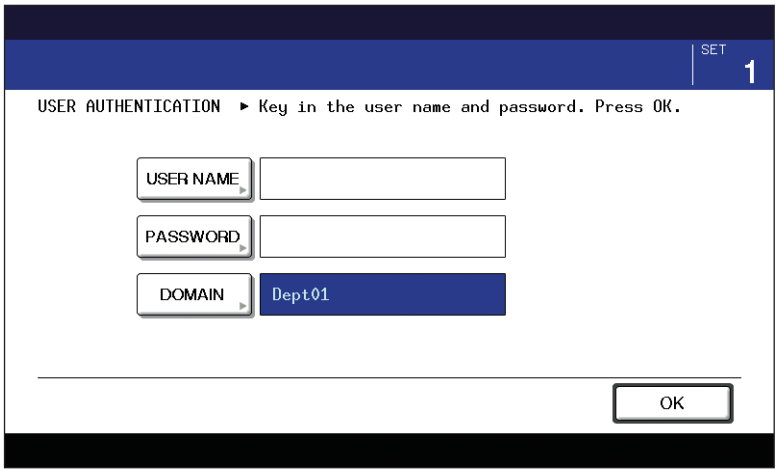


1 The menu for user authentication appears.

MFP local authentication, LDAP authentication



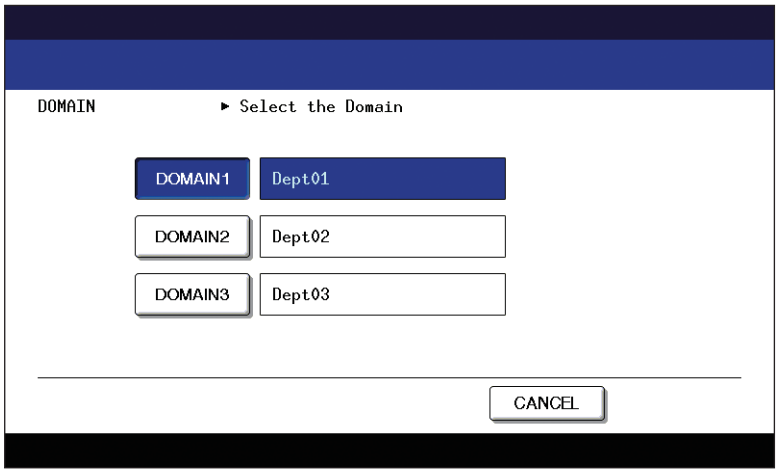
Windows Domain Authentication



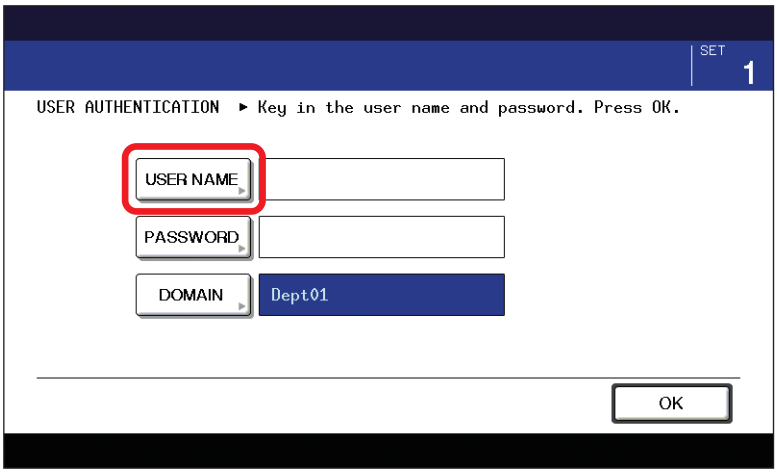
The domain name previously set by the network administrator is displayed in [DOMAIN].

Tip

If the domain name belonging to your organization is not displayed, press [DOMAIN] and select it.

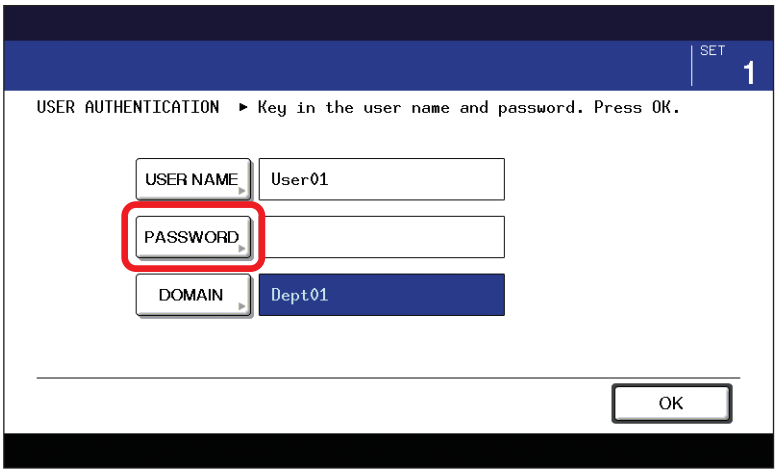


2 Press [USER NAME].

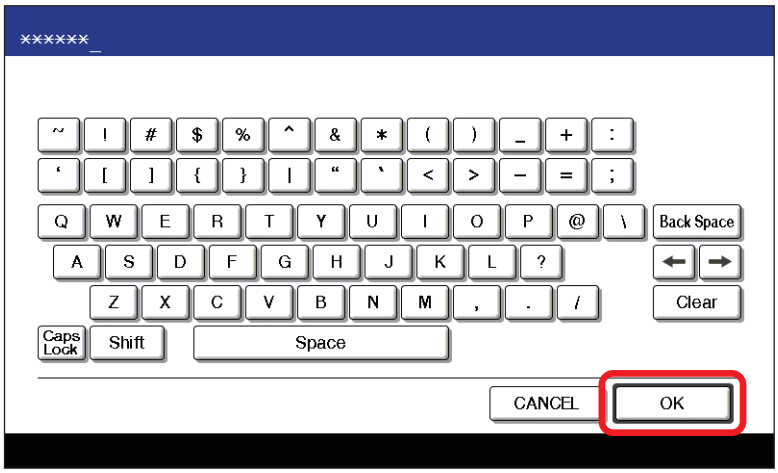


3 Enter the user name (maximum 128 letters) and then press [OK].

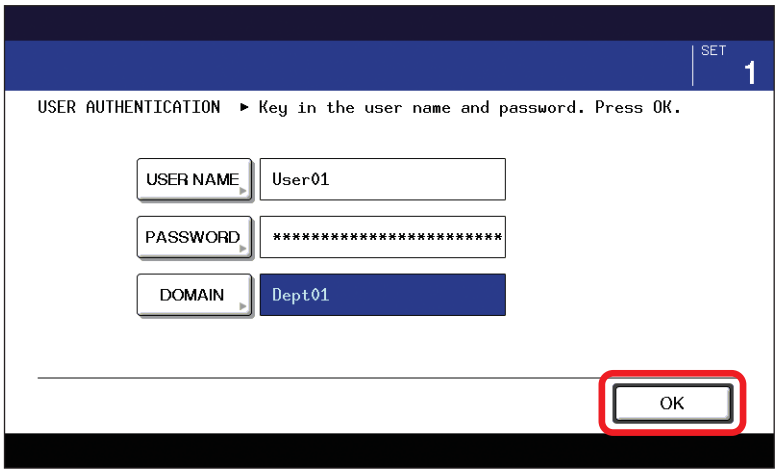
4 Press [PASSWORD].



5 Enter the password (maximum 64 letters) and then press [OK].

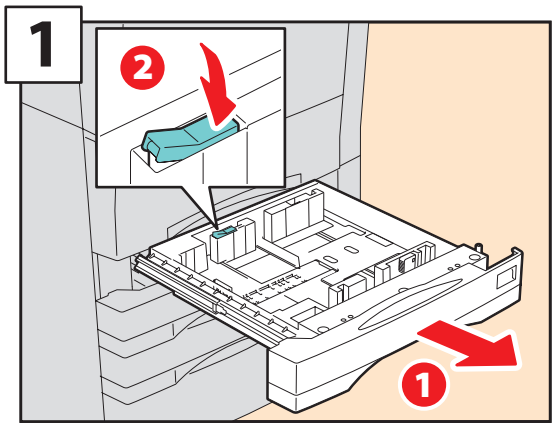


6 Press [OK].

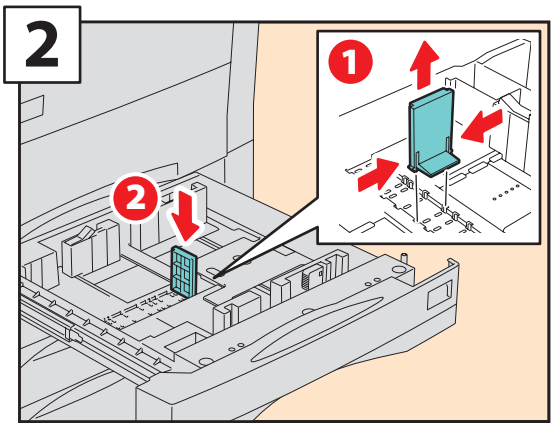


Placing Paper

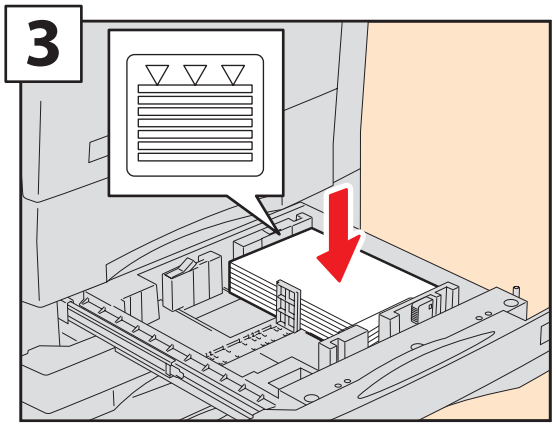
This section explains how to set paper in the drawers of the equipment.



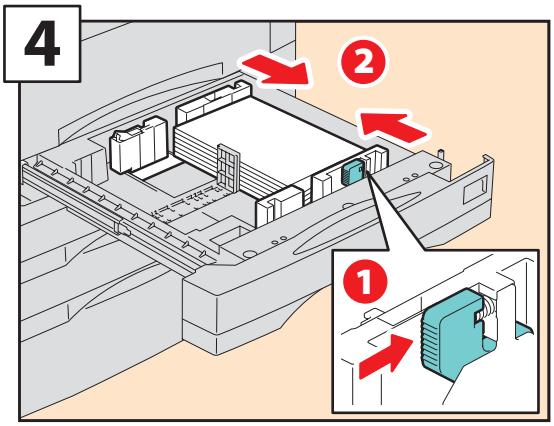
Pull out the drawer and release the lock.



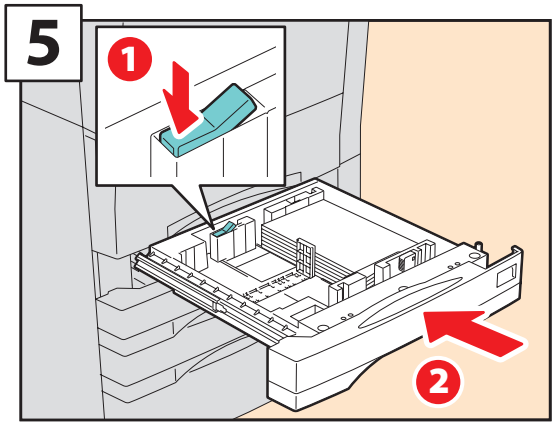
Set the end guide so that it matches the paper size.



Place paper in the drawer.



Set the side guides so that they match the paper size.



Lock the guides and push in the drawer.

Tip

For paper that can be used in this equipment, see the following page: P.63 "Specifications of Equipment"

For details, refer to the ***Copying Guide***.

Chapter 2
BASIC OPERATION

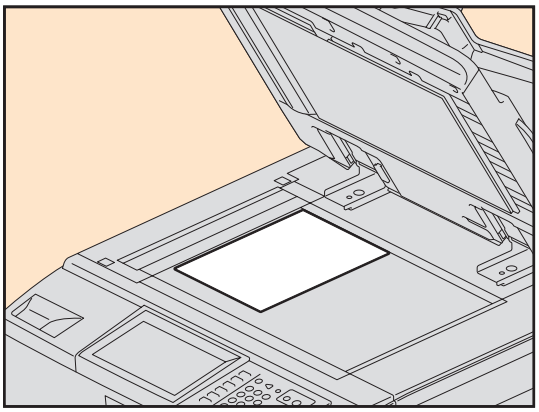
Basic Copying Operation 34
Basic Fax Operation 36
Basic Scanning Operation 38
Basic e-Filing Operation 40
Basic Printing Operation 42
Basic Menu Operation. 44

Basic Copying Operation

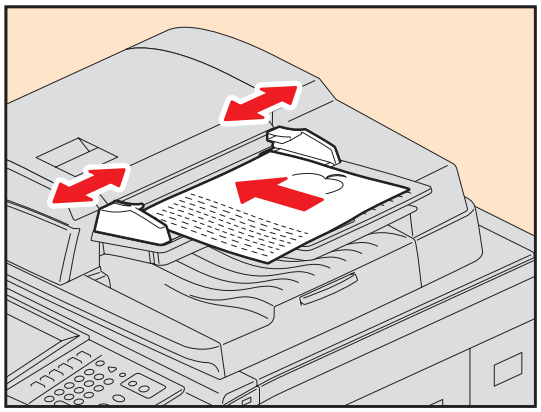
The basic copying procedure is as follows. Press the [COPY] button to use the copying functions.

1 Place the original(s).

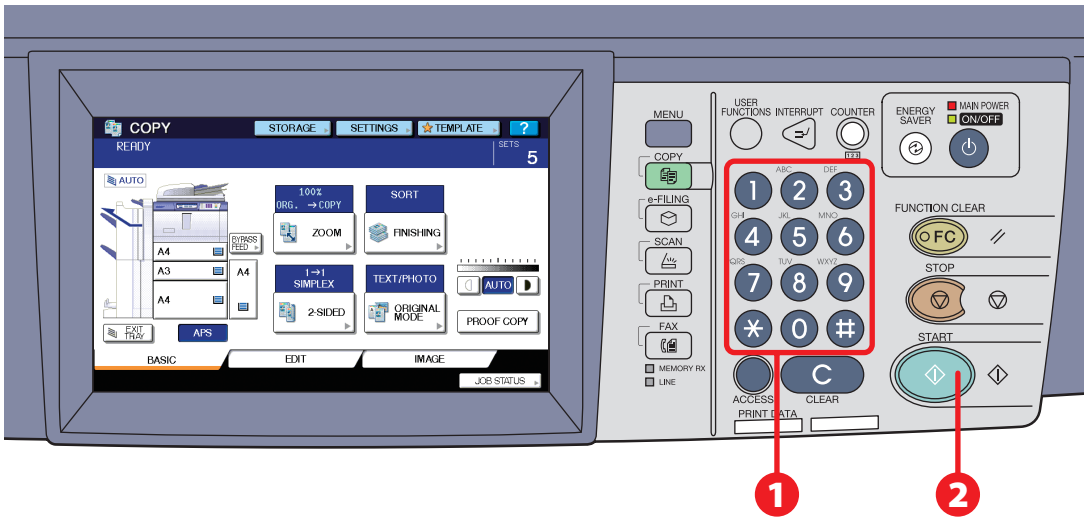
Original glass



Reversing automatic document feeder



2 Key in the desired number of copy sets, and then press the [START] button.



Refer to the ***Copying Guide*** for details.

In this case

To stop copying

Press the [STOP] button on the control panel and [MEMORY CLEAR] on the touch panel. Refer to "Chapter 2 HOW TO MAKE COPIES" in the ***Copying Guide*** for details.

To perform Interrupt copying

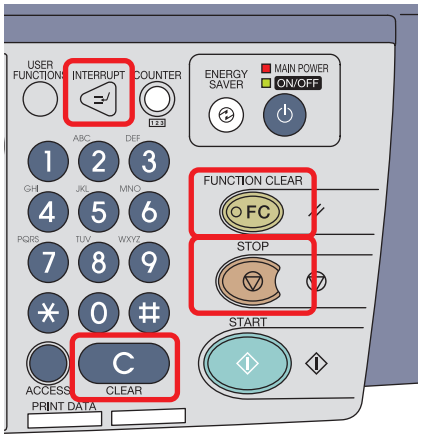
Press the [INTERRUPT] button on the control panel. Refer to "Chapter 2 HOW TO MAKE COPIES" in the ***Copying Guide*** for details.

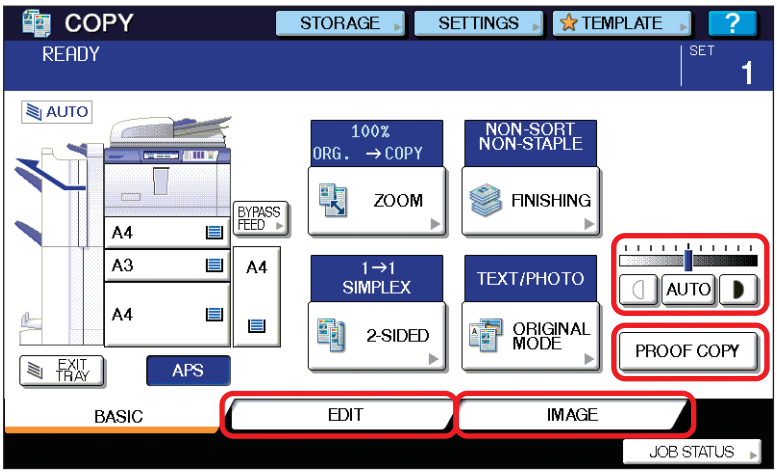
To clear the number of copy sets

Press the [CLEAR] button on the control panel.

To return to the default setting

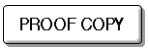
Press the [FUNCTION CLEAR] button on the control panel.





To adjust the copy density

Press [ ] or [ ] on the touch panel. Refer to "Chapter 3 BASIC COPY MODES" in the ***Copying Guide*** for details.



To make a trial copy

Press [PROOF COPY] on the touch panel. Refer to "Chapter 2 HOW TO MAKE COPIES" in the ***Copying Guide*** for details.

To use editing functions

To set editing functions such as Image shift, press the [EDIT] tab on the touch panel. Refer to "Chapter 4 EDITING FUNCTIONS" in the ***Copying Guide*** for details.

To adjust copied images

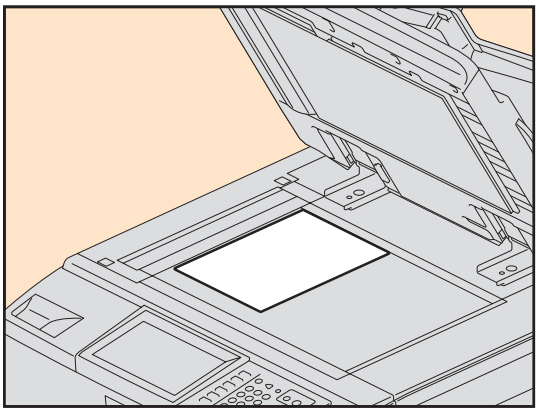
To adjust the image quality such as the background of an original, press the [IMAGE] tab on the touch panel. Refer to "Chapter 5: IMAGE ADJUSTMENT" in the ***Copying Guide*** for details.

Basic Fax Operation

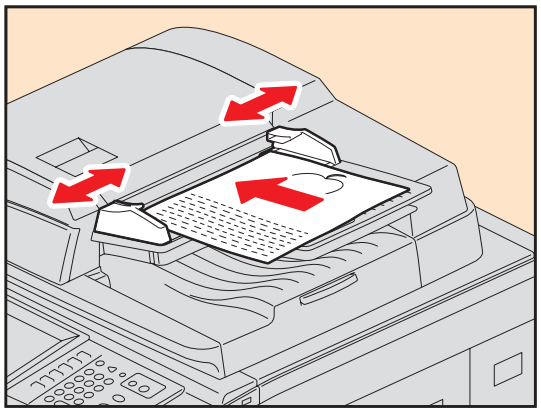
The basic procedure for sending a Fax is as follows (The FAX Unit is optional). Press the [FAX] button to use the Fax functions.

1 Place the original(s).

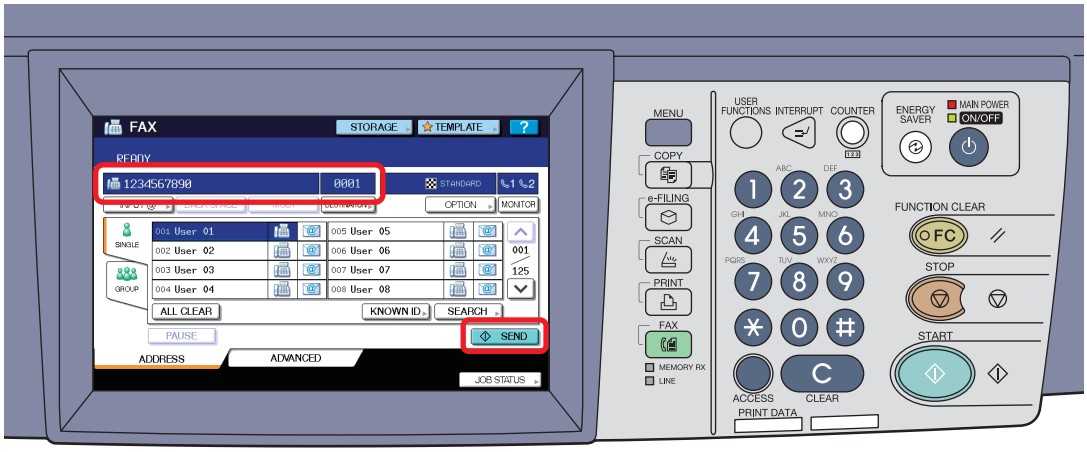
Original glass



Reversing automatic document feeder



2 Specify the Fax number using the digital keys or in the address book, and then press [SEND] on the touch panel.

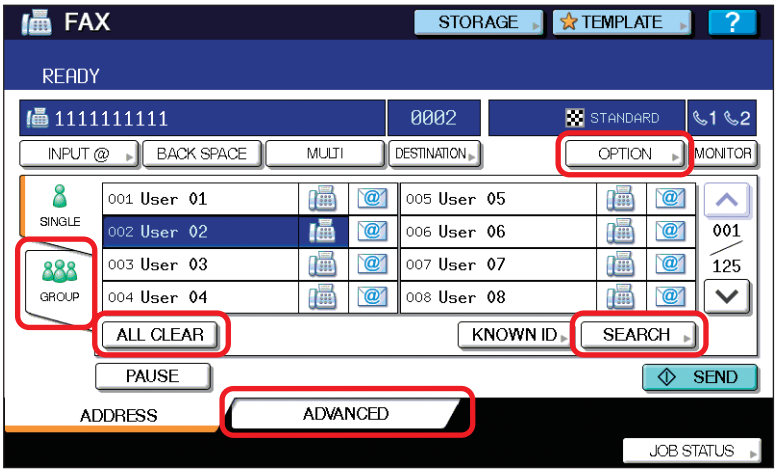


Refer to the ***GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit*** for details.

In this case

If you make a mistake when dialing the Fax number

Press the [CLEAR] button on the control panel to delete all the Fax numbers you entered. Or press [BACK SPACE] on the touch panel to delete them one by one. Refer to "Chapter 2 SENDING/RECEIVING A FAX" in the ***GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit*** for details.



To delete all the Fax numbers specified in the address book

Press [ALL CLEAR] on the touch panel.

To specify Fax numbers which have previously been registered to a group

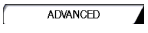
Press the [GROUP] tab on the touch panel and then select the Fax group to send originals. Refer to "Chapter 2 SENDING/RECEIVING A FAX" in the ***GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit*** for details.

To search by address

Press [SEARCH] on the touch panel. Refer to "Chapter 2 SENDING/RECEIVING A FAX" in the ***GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit*** for details.

To set the transmission conditions

To set the transmission conditions, such as Resolution and Image density, press [OPTION] on the touch panel. Refer to "Chapter 2 SENDING/RECEIVING A FAX" in the ***GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit*** for details.



To set advanced functions

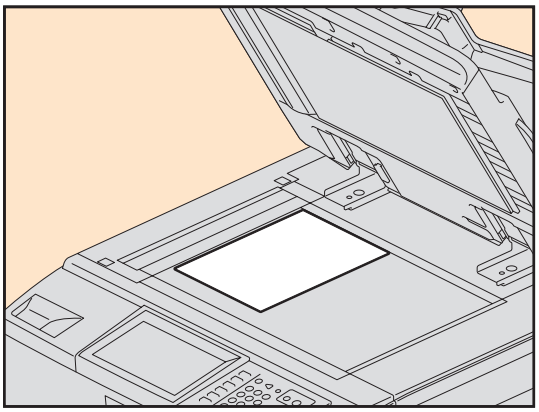
To set advanced functions, such as Mailbox communication and Recovery transmission, press the [ADVANCED] tab. Refer to "Chapter 4 ADVANCED FUNCTIONS" in the ***GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit*** for details.

Basic Scanning Operation

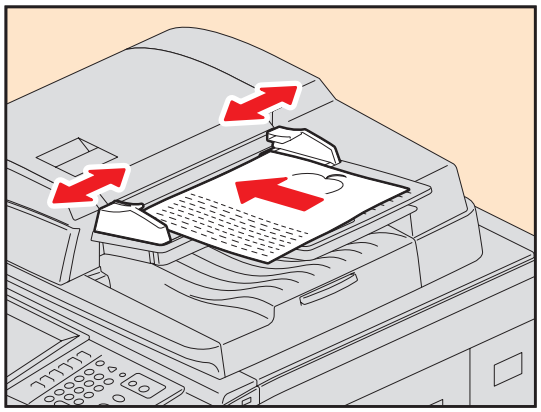
The basic operation of the optional scanning function is as follows. Press the [SCAN] button to use the scanning functions.

1 Place the original(s).

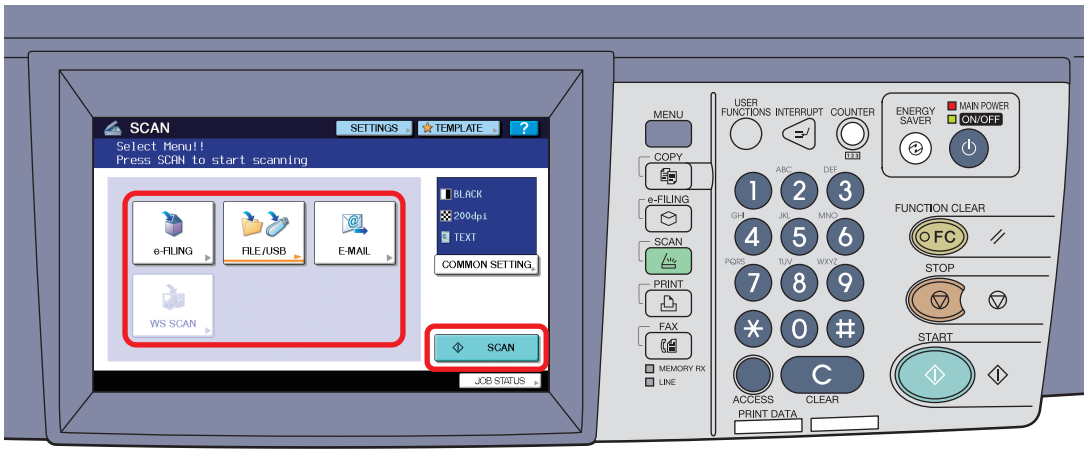
Original glass



Reversing automatic document feeder

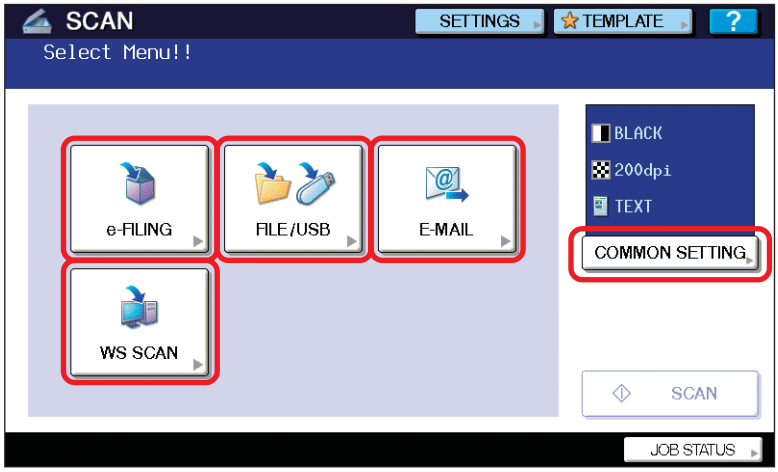


2 Specify the location where the scanned data will be stored, and then press [SCAN] on the touch panel.



Refer to the ***Scanning Guide*** for details.

In this case

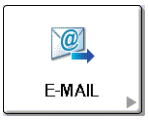


To store the scanned data in e-Filing

Press [e-FILING] on the touch panel. Refer to "Chapter 2 BASIC OPERATION" in the ***Scanning Guide*** and "Chapter 2 OPERATIONS WITH THIS EQUIPMENT" in the ***e-Filing Guide*** for details.

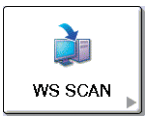
To store the scanned data in a shared folder or USB device

Press [FILE/USB] on the touch panel. Refer to "Chapter 2 BASIC OPERATION" in the ***Scanning Guide*** for details.



To send the scanned data to the specified E-mail address

Press [E-MAIL] on the touch panel. Refer to "Chapter 2 BASIC OPERATION" in the ***Scanning Guide*** for details.



To perform Web Service Scan

Press [WS SCAN] on the touch panel. Refer to "Chapter 2 BASIC OPERATION" in the ***Scanning Guide*** for details.

To set the scanning conditions

Press [COMMON SETTING] on the touch panel. Refer to "Chapter 3 USEFUL FUNCTIONS" in the ***Scanning Guide*** for details.

Basic e-Filing Operation

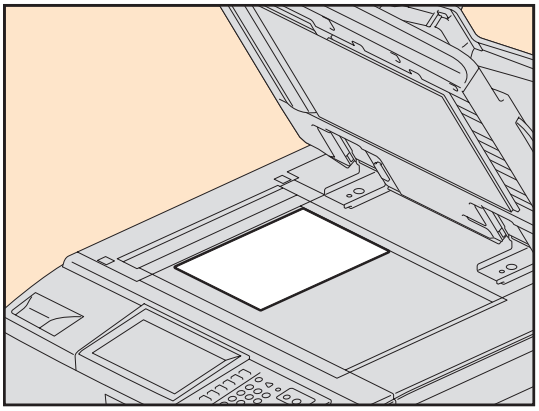
The basic e-Filing procedure is as follows. Press the [e-FILING] button to use the e-filing functions.

Storing documents

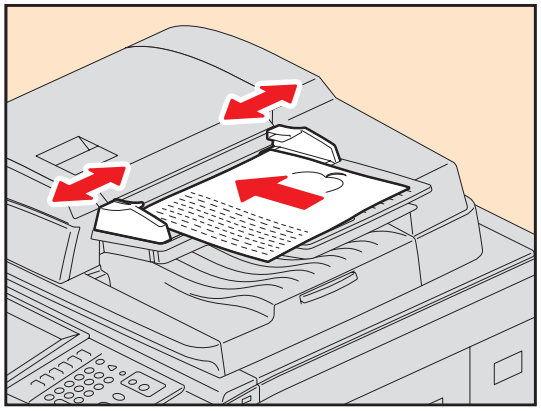
The originals are stored as e-Filing documents in this equipment as well as being copied.

1 Place the original(s).

Original glass

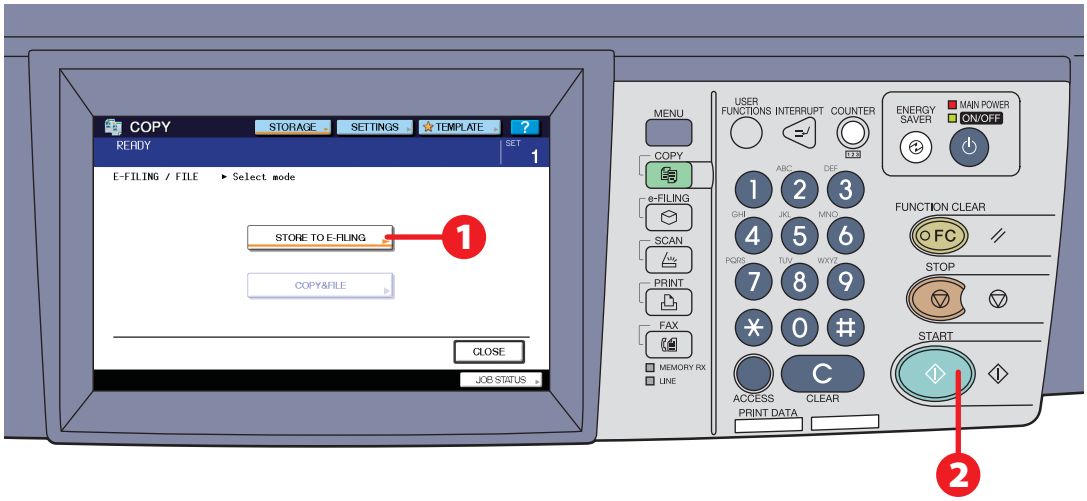


Reversing automatic document feeder



2 Press [STORAGE] on the touch panel in the basic menu for the copying functions.

3 Press [STORE TO E-FILING] on the touch panel to select the box in which you want to store the data, and then press the [START] button on the control panel.



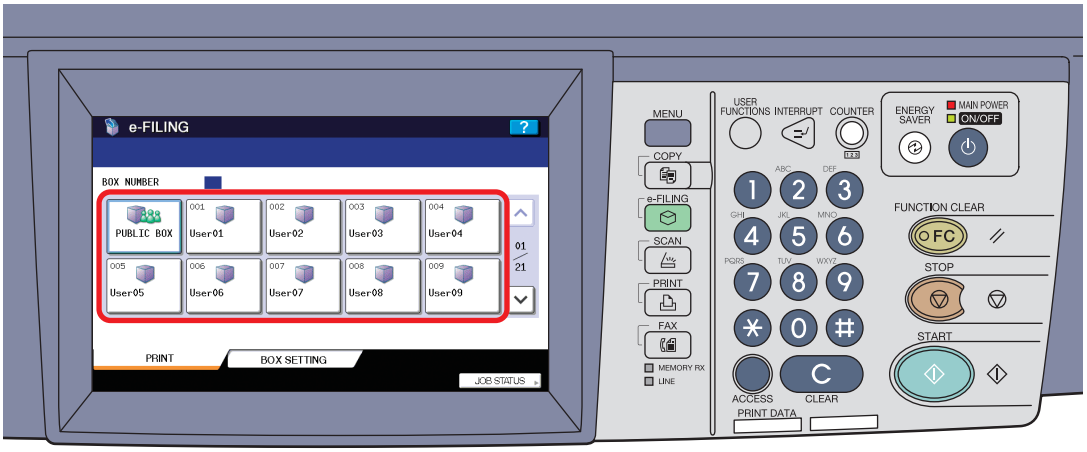
Tip

You can store documents not only by copying them but also by scanning them or using the printer driver. Refer to the ***Scanning Guide*** or ***Printing Guide*** for details.

Printing Documents

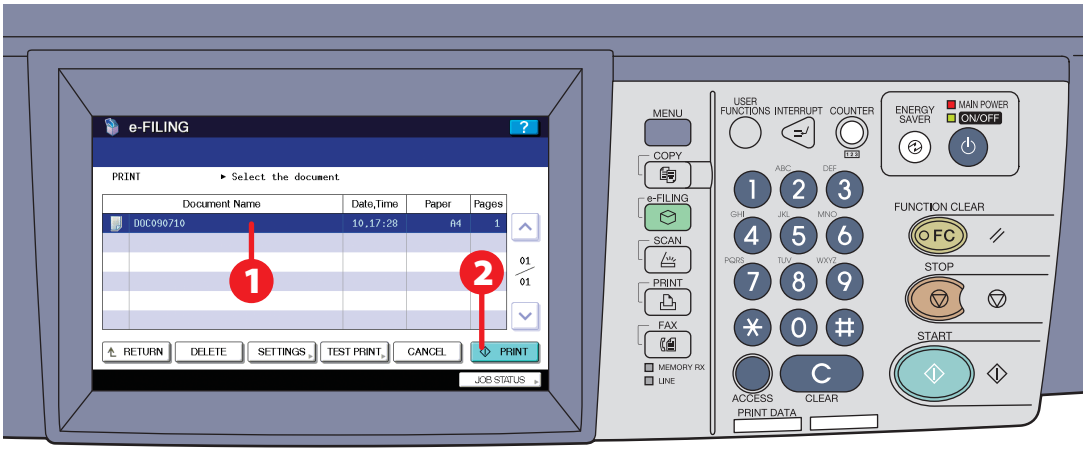
The procedure for printing documents stored in e-Filing is as follows.

1 Press the box button in which the documents are stored.



If the password is set in the box, enter the password and press [OK] on the touch panel.

2 Select the document you want to print, and then press [PRINT] on the touch panel.



If the document is stored in a folder, select the folder and then press [OPEN] on the touch panel.

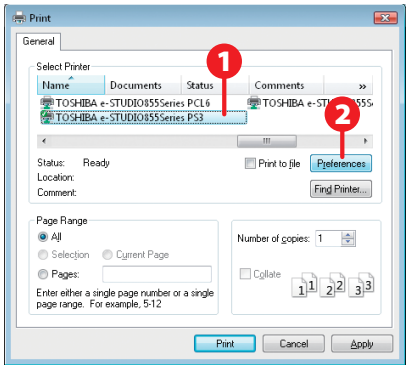
Refer to the ***e-Filing Guide*** for details.

Basic Printing Operation

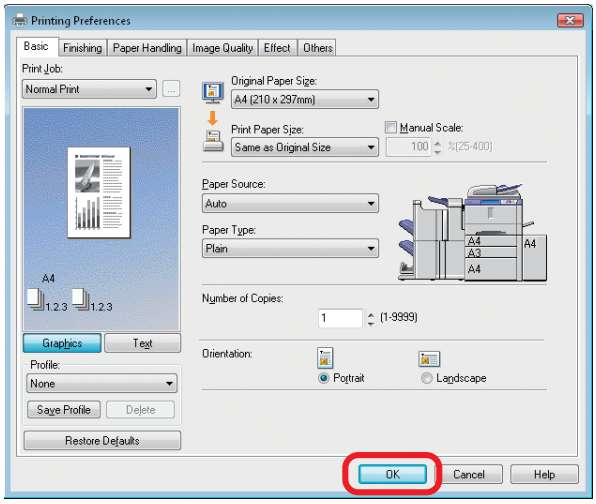
The basic operation of the optional printer function, including the procedure for printing from Windows applications with a PS3 printer driver, is as follows.

1 **Select [Print] in the [File] menu of the application.**

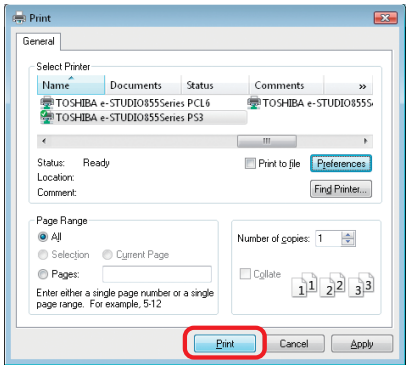
2 **Select the printer driver of the equipment, and then click [Preferences].**



3 **Set the print options and click [OK].**

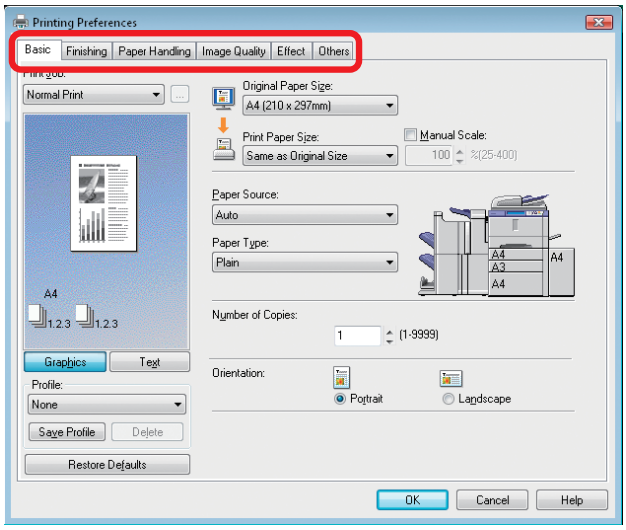


4 **Click [Print].**



Refer to the ***Printing Guide*** for details.

In this case



To specify paper size or number of copy sets

Click the [Basic] tab in the property dialog box of the printer driver. Refer to "Chapter 2 PRINTING FROM WINDOWS" in the ***Printing Guide*** for details.

To specify 2-sided printing or N-up printing

Click the [Finishing] tab in the property dialog box of the printer driver. Refer to "Chapter 2 PRINTING FROM WINDOWS" in the ***Printing Guide*** for details.

To specify Destination or Front cover printing

Click the [Paper Handling] tab in the property dialog box of the printer driver. Refer to "Chapter 2 PRINTING FROM WINDOWS" in the ***Printing Guide*** for details.

To adjust Image Quality

Click the [Image Quality] tab in the property dialog box of the printer driver. Refer to "Chapter 2 PRINTING FROM WINDOWS" in the ***Printing Guide*** for details.

To print with character strings or graphics on the background of the paper

Click the [Effect] tab in the property dialog box of the printer driver. Refer to "Chapter 2 PRINTING FROM WINDOWS" in the ***Printing Guide*** for details.

To set not to print blank pages

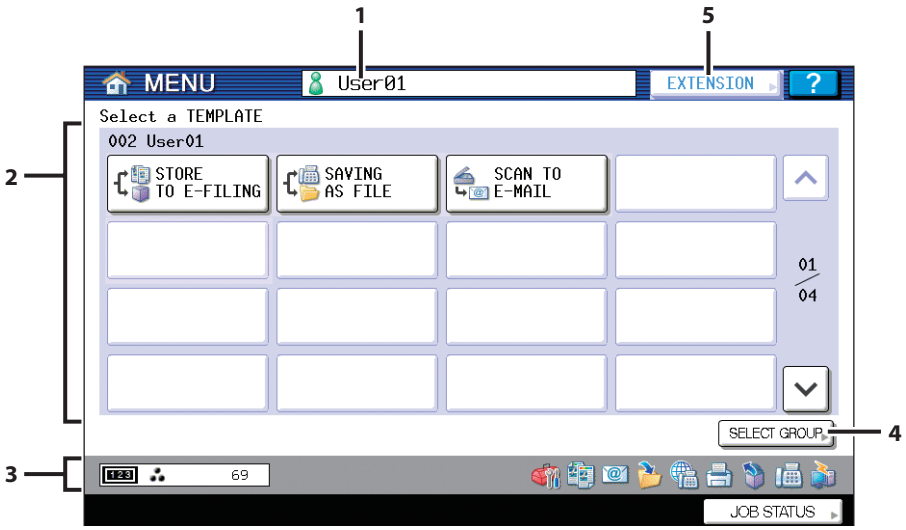
Click the [Others] tab in the property dialog box of the printer driver. Refer to "Chapter 2 PRINTING FROM WINDOWS" in the ***Printing Guide*** for details.

Basic Menu Operation

When the [MENU] button on the control panel is pressed, templates are displayed.

When department management and user management are enabled, you can log in the equipment and press the [MENU] button on the control panel to display the template group last used on the menu. Refer to the ***Copying Guide*** and the ***TopAccess Guide*** for details.

- The first page of the images in the template group last used by the user who has logged in is displayed.
- In order to display the template or counter information for the individual needs of users, set the department management and user management functions.



1. User name display area
The name of the user logging in is displayed.

2. Template display area
The template which the user logging in can use is displayed.

3. Total print counter
The total print counter of the user logging in is displayed.

4. [SELECT GROUP] button
The group of the template is changed.

5. [EXTENSION] button
This is enabled when the External Interface Enabler (GS-1020) is installed. Contact your service technician or Toshiba product distributors for details.

Note

When department management and user management are not used, the template in the public template group and the total print counter in the equipment are displayed.

Chapter 3

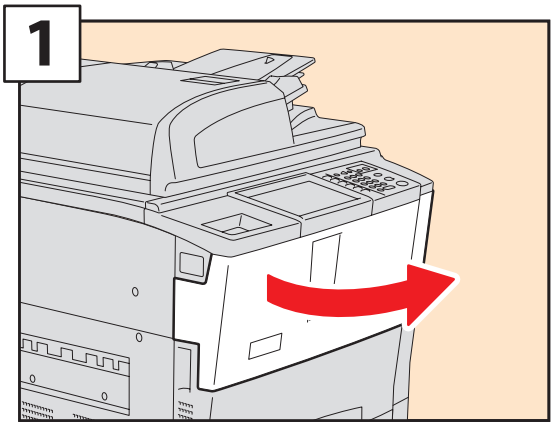
REPLACEMENT OF SUPPLIES

Replacing Toner Cartridge 46
Adding Staples 47

Replacing Toner Cartridge

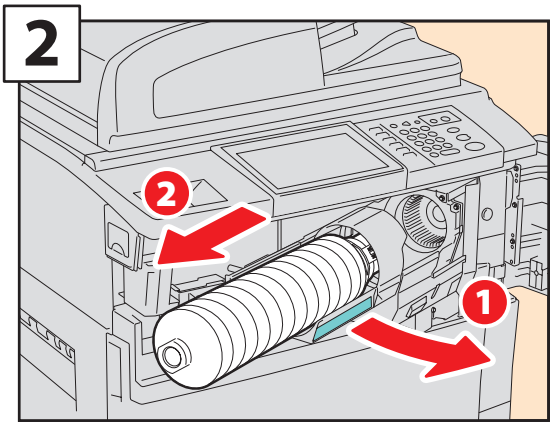
The procedure for replacing the toner cartridge is as follows.

1



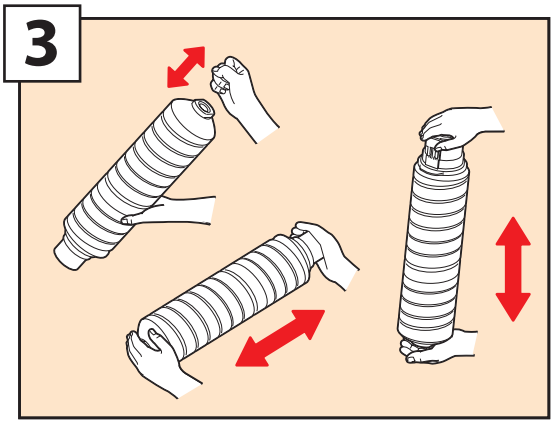
Open the toner cover.

2



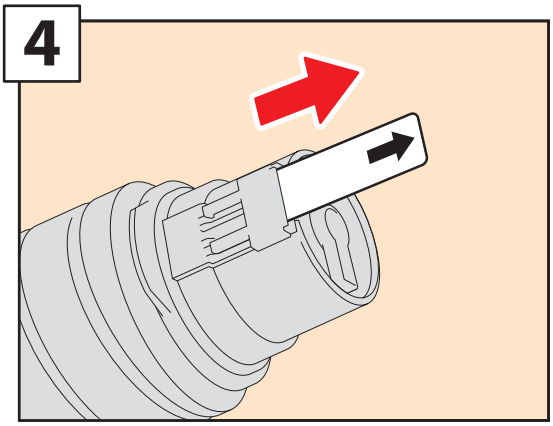
Pull out the toner cartridge holder toward you, and then remove the cartridge.

3



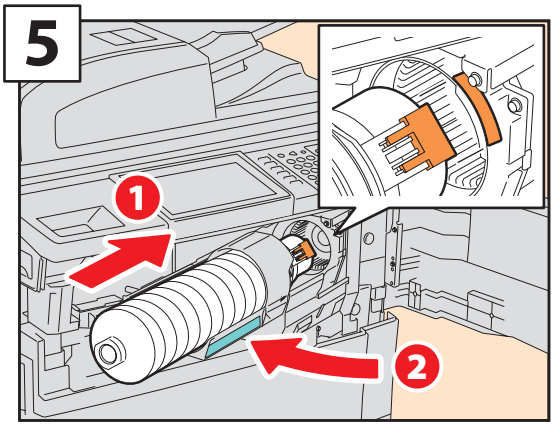
Shake the new toner cartridge well to loosen the toner inside.

4



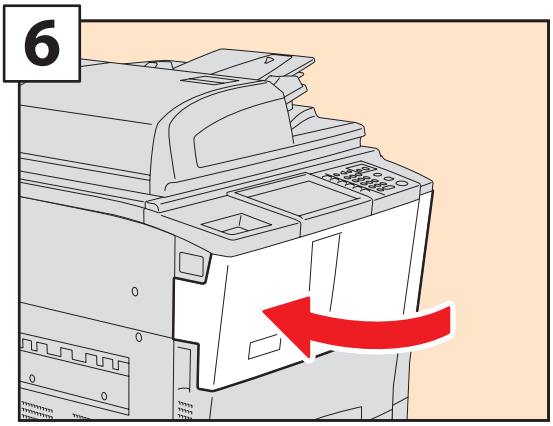
Pull out the seal.

5



Install the new toner cartridge, and then return the toner cartridge holder to its original position.

6



Close the toner cover.

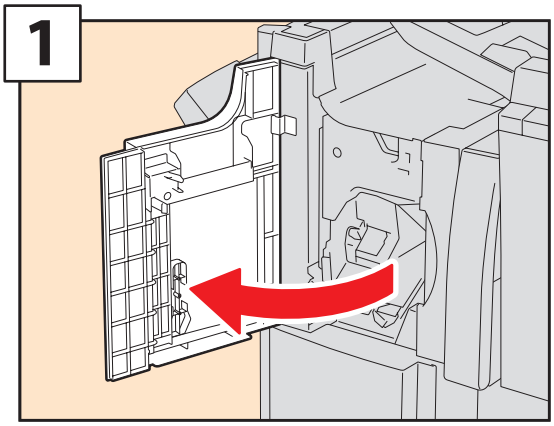
Refer to the ***Troubleshooting Guide*** for details.

Adding Staples

The procedure for adding staples of the Finisher (optional) is as follows.

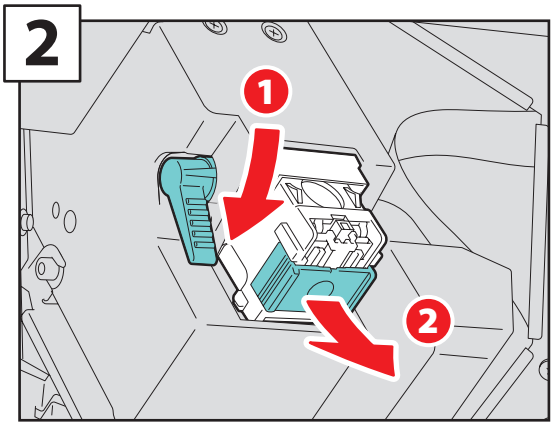
Finisher (Optional: MJ-1027/MJ-1028)

1



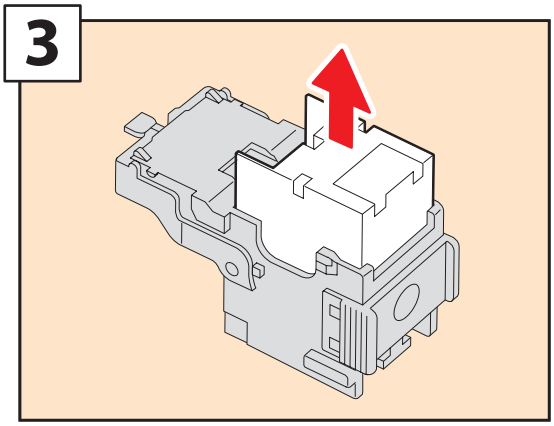
Open the front cover of the Finisher.

2



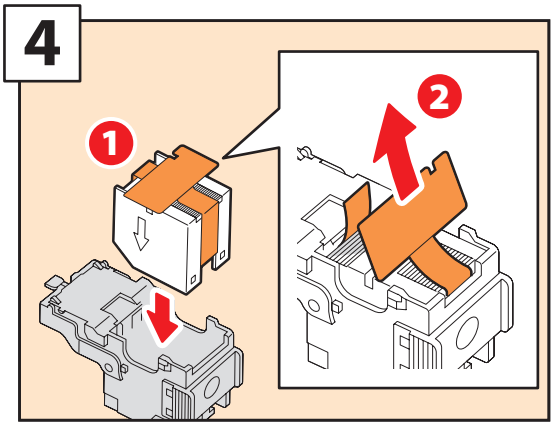
Take off the staple cartridge.

3



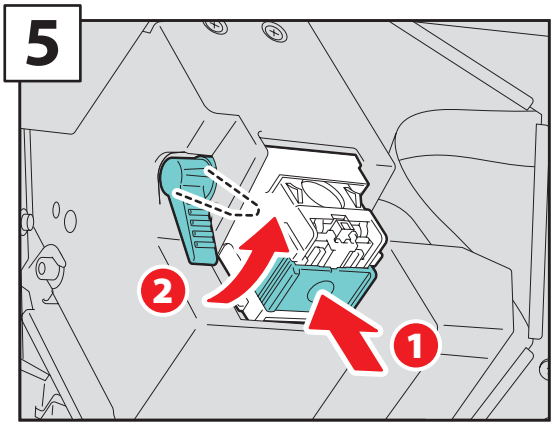
Take the empty staple case out of the staple cartridge.

4



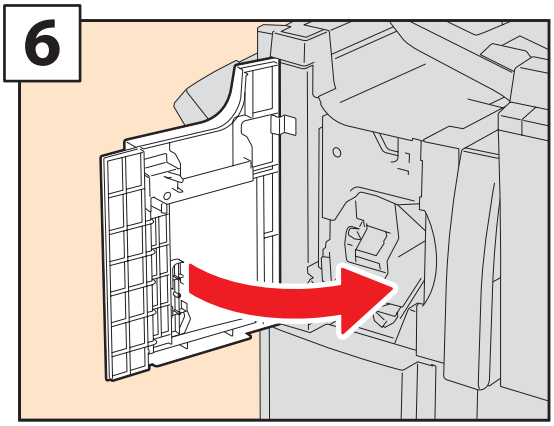
Install a new staple case into the staple cartridge and pull out the seal.

5



Install the staple cartridge.

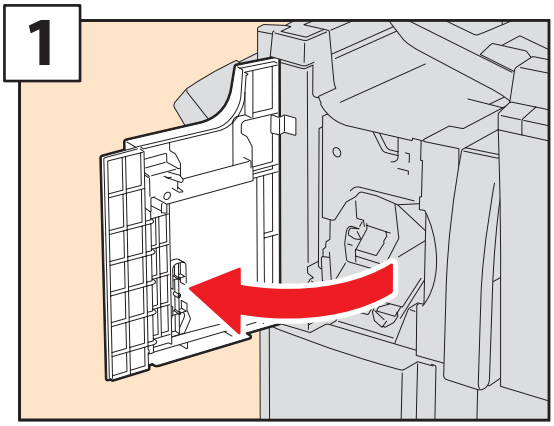
6



Close the front cover of the Finisher.

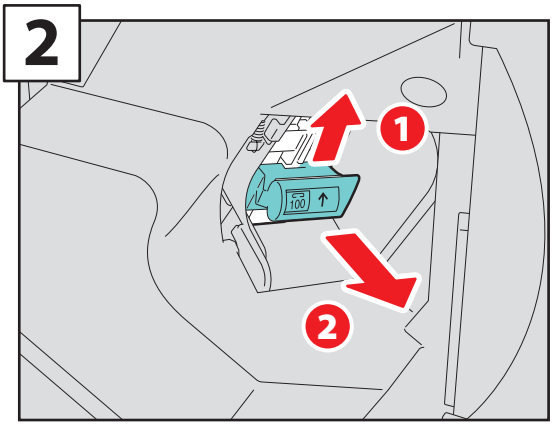
Saddle Stitch Finisher (Optional: MJ-1029)

1



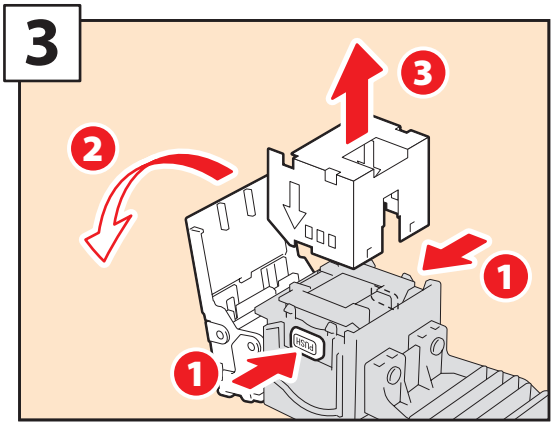
Open the front cover of the Saddle Stitch Finisher.

2



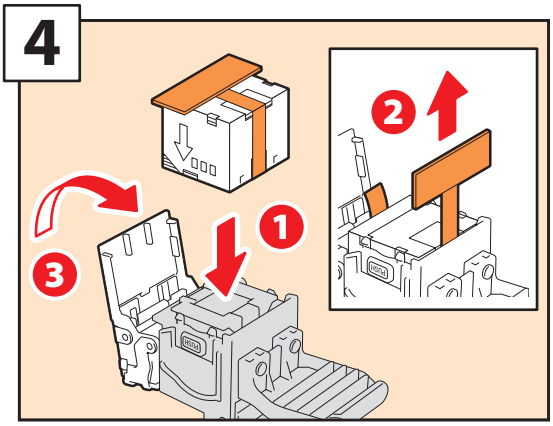
Take off the staple cartridge.

3



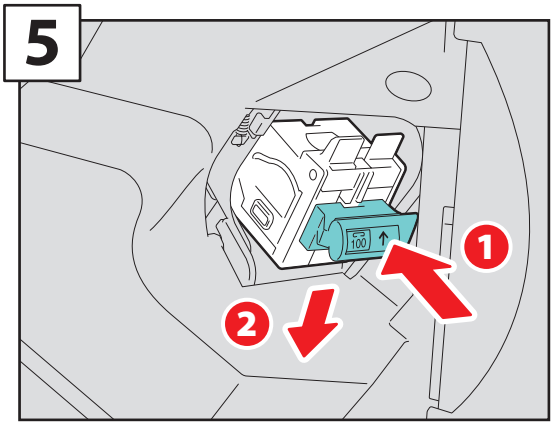
Press the buttons on both sides of the cartridge and take out the empty staple case.

4



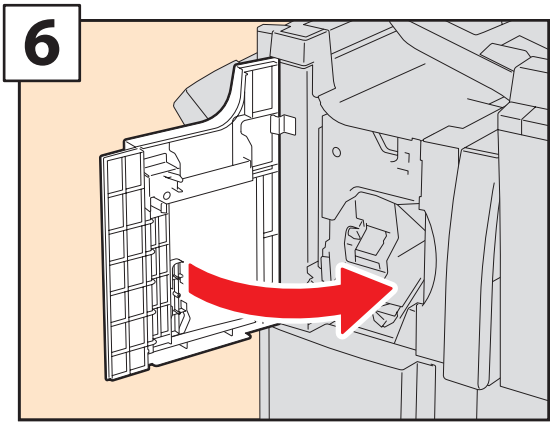
Install a new staple case into the staple cartridge and pull out the seal.

5



Install the staple cartridge onto the stapler.

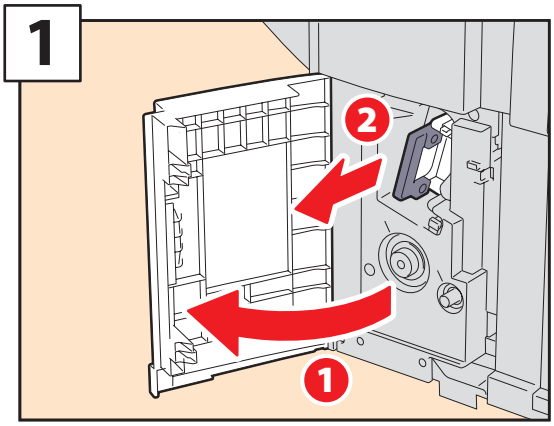
6



Close the front cover of the Saddle Stitch Finisher.

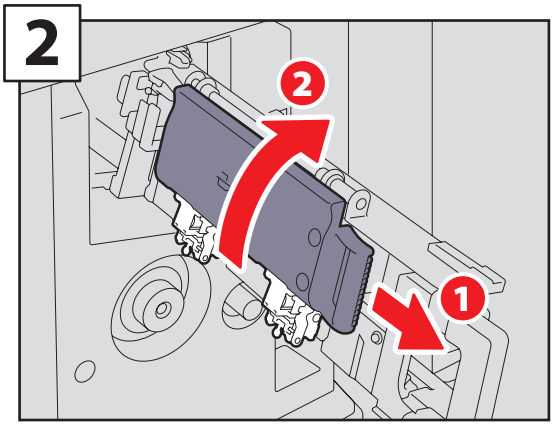
Saddle stitch unit (Optional: MJ-1028/MJ-1029)

1



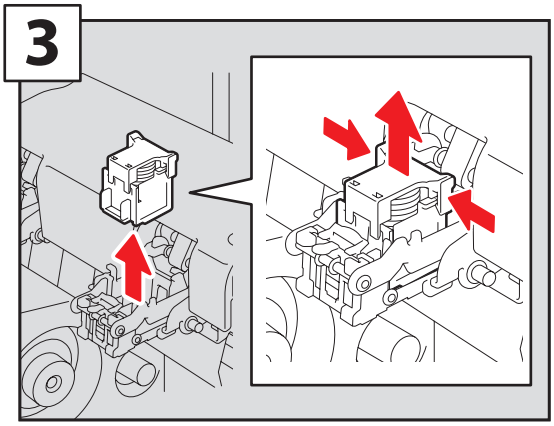
Open the front cover of the Finisher, and then pull out the saddle stitch unit.

2



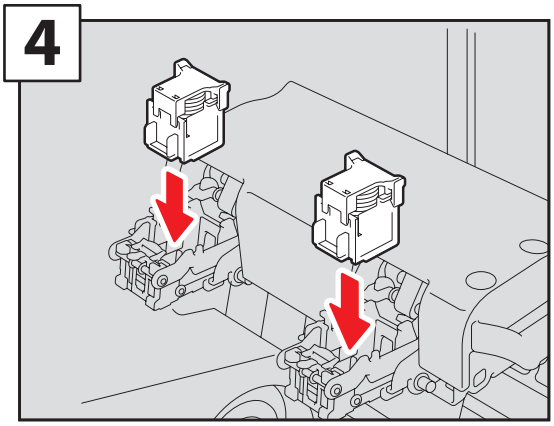
Pull the handle of the stapler toward you, and then turn it clockwise.

3



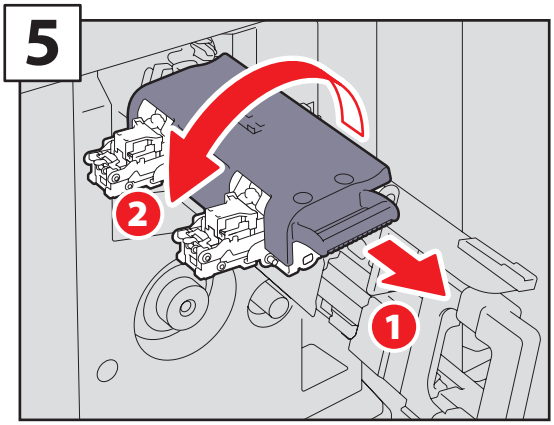
Take out two empty staple cartridges.

4



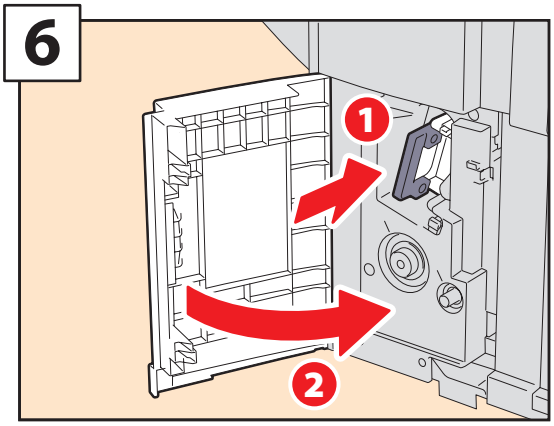
Install two new staple cartridges.

5



Pull the handle of the stapler toward you, and then lower the stapler to its original position.

6



Insert the saddle stitch unit into the Finisher, and then close the front cover of the Finisher.

Refer to the ***Troubleshooting Guide*** for details.

Chapter 4

ADVANCED FUNCTIONS / TROUBLESHOOTING

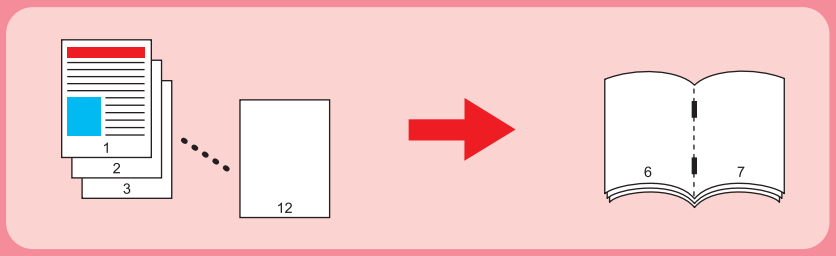
Advanced Functions 52
Messages or Other Indications on Touch Panel 60

Advanced Functions

This section describes the advanced functions.

COPY | FAX | SCAN | e-FILING | PRINT

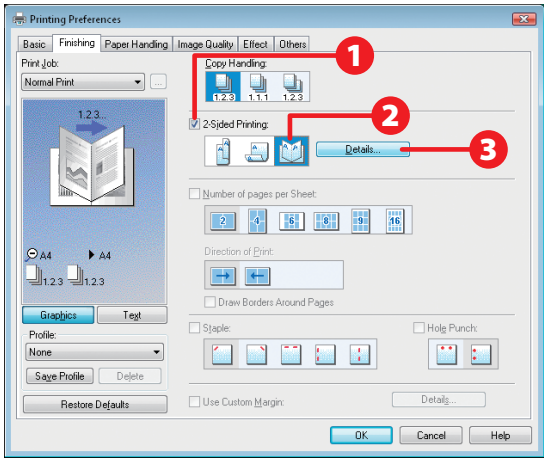
Making a booklet stapled at the center in 2-sided printing



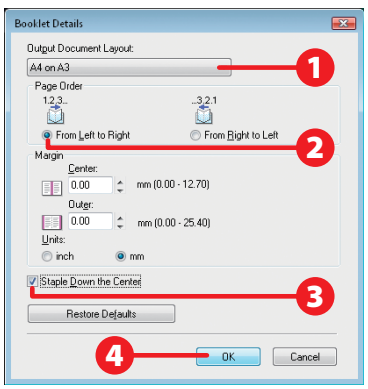
EXAMPLE

How to print 12 pages of a A4 (LT) size file in 2- sided printing so that each 2 pages are printed on 1 A3 (LD) sheet, and then stapled at the center for making 10 sets of booklet type prints is described as follows. The Saddle Stitch Finisher (optional, MJ-1028/ MJ-1029) is required.

1. **Open a file to be printed, and then select [Print] from the file menu of the application.**
2. **Select the printer driver of this equipment, and then click [Preferences].**
3. **Set "A4 (LT)" for the Original Paper Size, "A3 (LD)" for Print Paper Size and "10" for Number of Copies in the [Basic] tab menu.**
4. **Set the [Finishing] tab menu.**
   1) Select the "2-Sided Printing" check box.
   2) Select "Booklet".
   3) Click [Details].



5. **Set the Booklet Details dialog box.**
   1) Select "A4 on A3 (LT on LD)" for "Output Document Layout".
   2) Select "From Left to Right" for "Page Order".
   3) Select the "Staple Down the Center" check box.
   4) Click [OK].

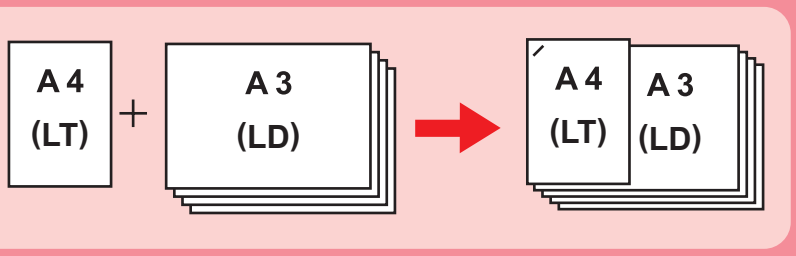


6. **Click [OK] to return to the Print dialog box, and then click [OK].**

For details, refer to the ***Printing Guide***.

COPY | FAX | SCAN | e-FILING | PRINT

Copying different-sized originals and stapling copies



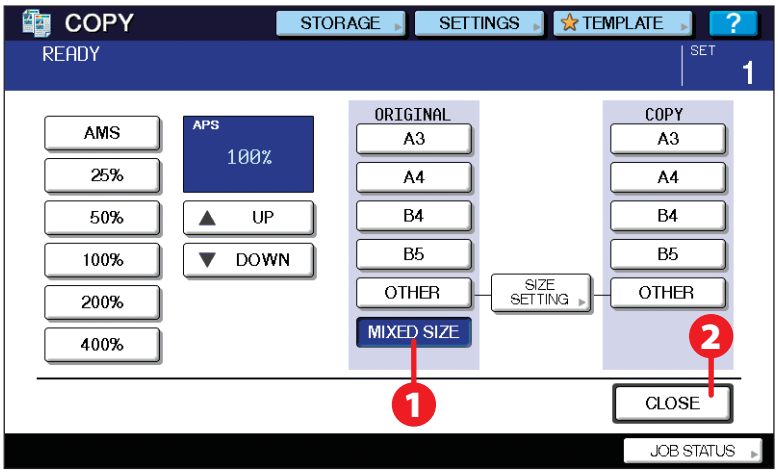
EXAMPLE

The procedure of how to copy 5 sets of different-sized originals (A4 or LT: 1 sheet, A3 or LD: 4 sheets) and staple the copies is as follows. The Finisher (optional) is required.

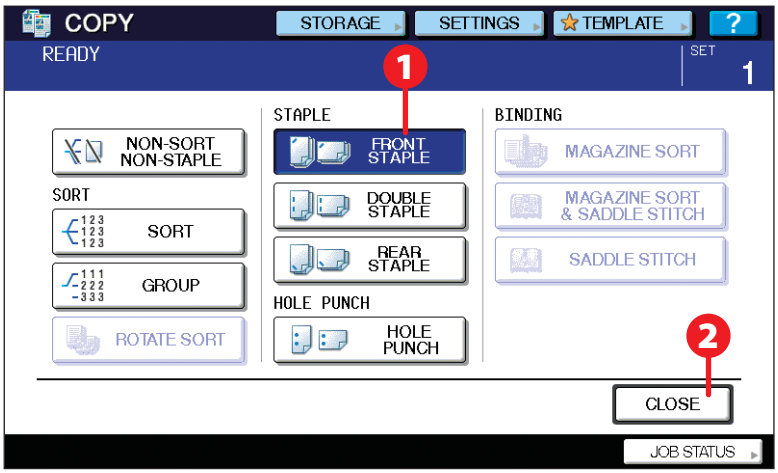
1. **Place the originals on the Reversing automatic document feeder.**
2. **Press [ZOOM] on the touch panel.**
3. **Press [MIXED SIZE] and then [CLOSE].**

Note

If you want to copy different-sized originals and staple the copies, select only those having the same width.



4. **Press [FINISHING] on the touch panel.**
5. **Press [FRONT STAPLE] and then [CLOSE].**

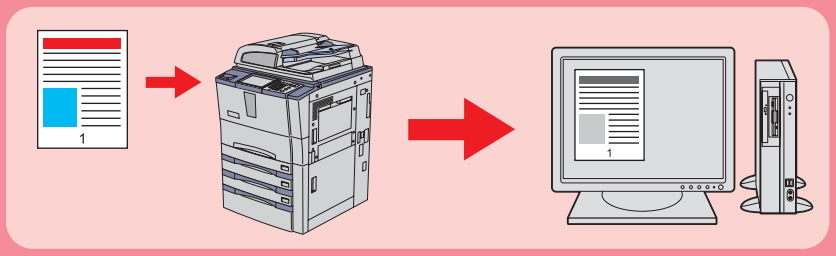


6. **Key in 5 for the number of copy sets, and then press the [START] button on the control panel.**

For details, refer to the ***Copying Guide***.

COPY | FAX | SCAN | e-FILING | PRINT

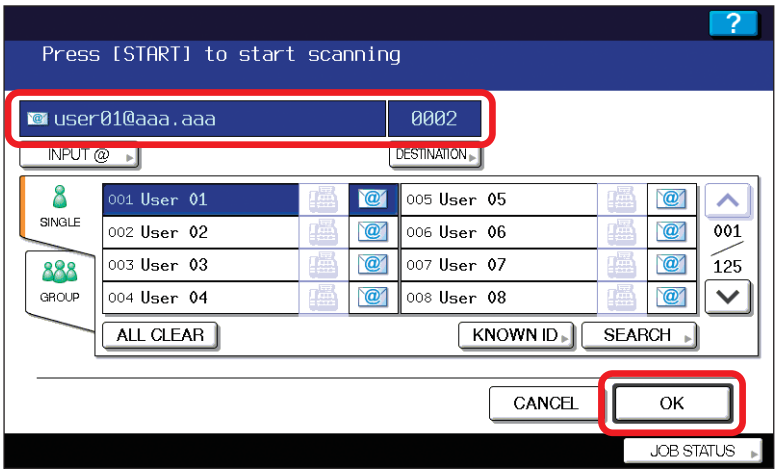
Attaching the scanned data to an E-mail



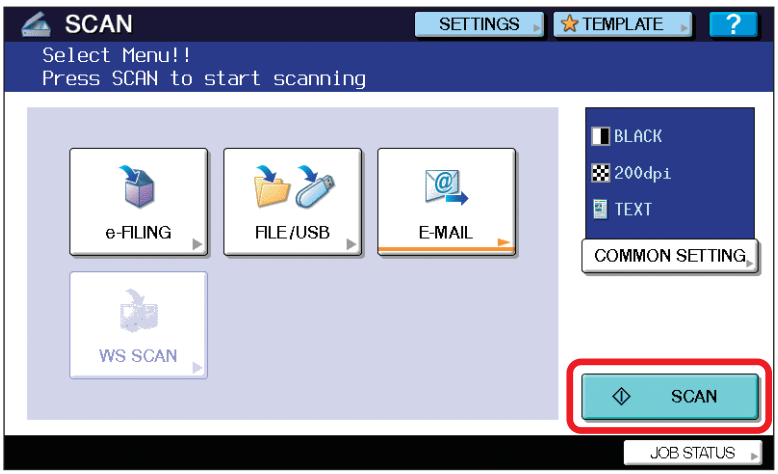
EXAMPLE

The procedure for attaching the scanned data to an E-mail and sending it to the specified E-mail address is as follows.

1. **Place the original(s).**
2. **Press [E-MAIL] on the touch panel.**
3. **Specify the E-mail address and then press [OK].**



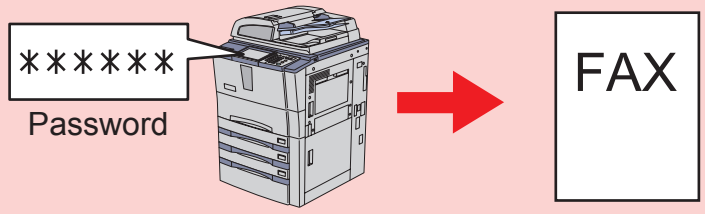
4. **Define the settings for the file as required.**
5. **Press [SCAN] on the touch panel.**



For details, refer to the ***Scanning Guide***.

COPY | FAX | SCAN | e-FILING | PRINT

Requesting a password for receiving a fax

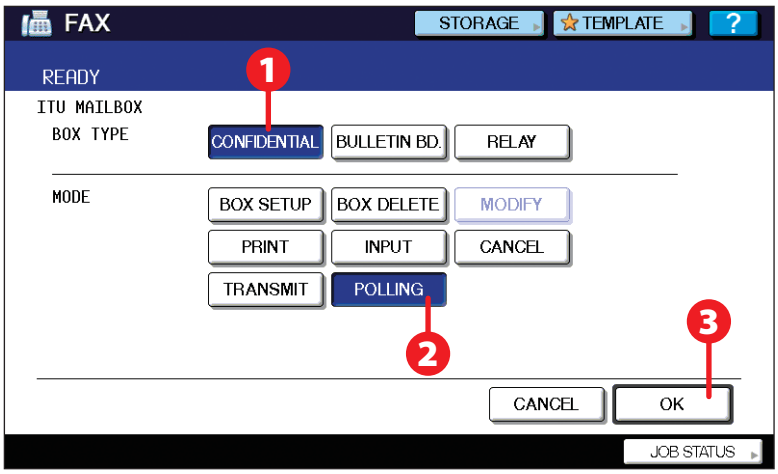


EXAMPLE

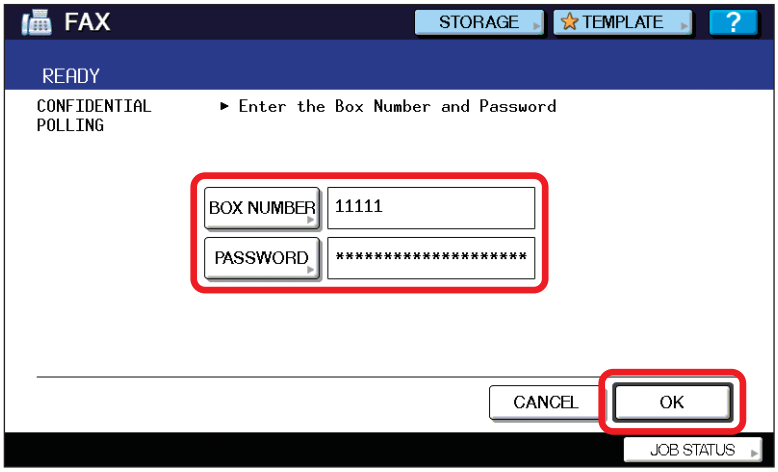
The procedure for requesting a password when printing a received Fax using the ITU-T mailbox function is as follows. The FAX Unit (optional) is required.

1. **Press the [ADVANCED] tab, and then [ITU MAILBOX].**

2. **Press [CONFIDENTIAL], [POLLING], and then [OK].**



3. **Enter the box number (maximum of 20 digits) and password, and then press [OK].**



4. **Press the [START] button on the control panel.**

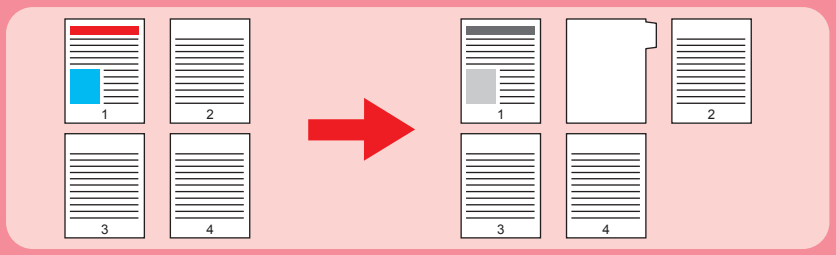
Note

Previous setting is required for using the ITU-T Mailbox function.

Refer to the ***GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit*** for details.

COPY | FAX | SCAN | e-FILING | PRINT

Inserting Tab Paper when copying



EXAMPLE

The procedure for inserting blank tab paper before the specified page (2nd page of a 4-page A4 or LT size original) when making a copy is as follows.

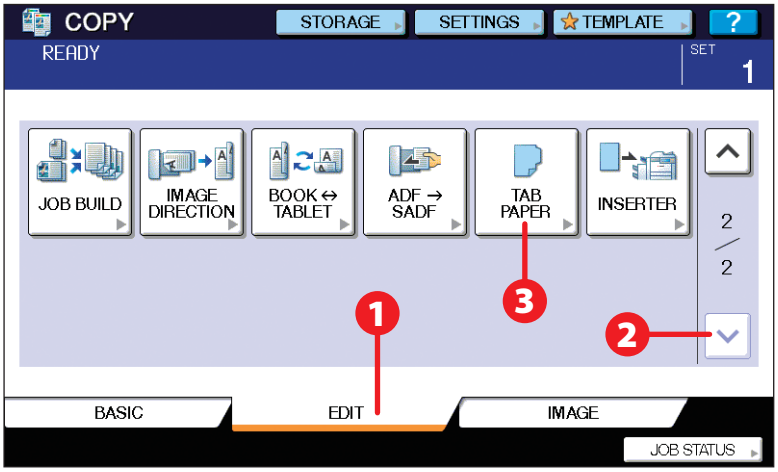
1. **Place the tab paper.**

Note

- Place it to the drawer or bypass tray of the equipment.
- Set "TAB" for the media type of the drawer.

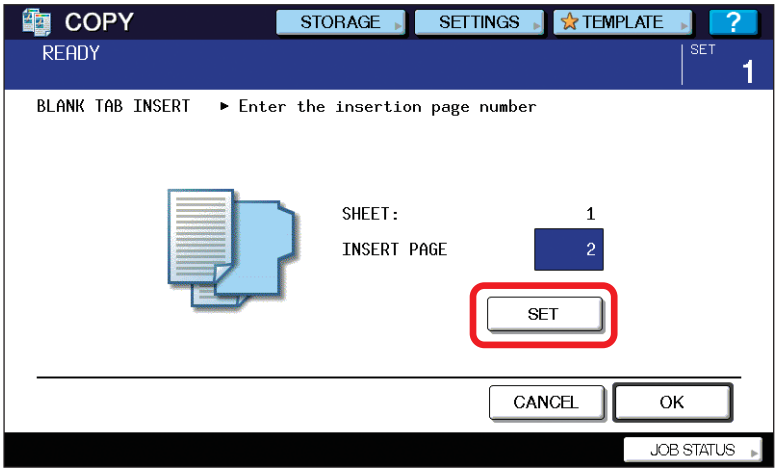
2. **Place the original(s).**

3. **Press the [EDIT] tab, ⌄ ,and then [TAB PAPER].**



4. **Press [BLANK TAB INSERT].**

5. **Key in [2] and press [SET].**

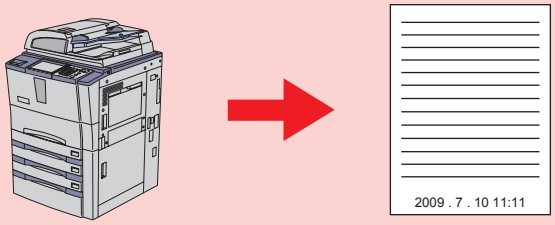


6. **Press [OK] and then the [START] button.**

For details, refer to the ***Copying Guide***.

COPY | FAX | SCAN | e-FILING | PRINT

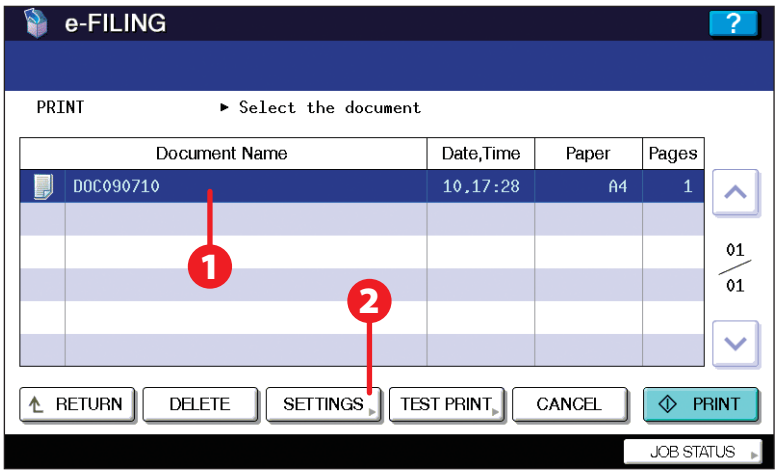
Adding date and time to document files



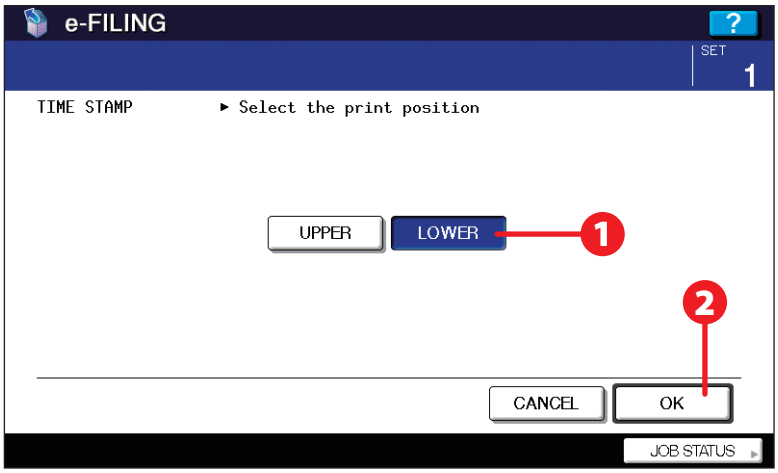
EXAMPLE

The procedure for printing a document file stored in e-Filing with the date and time added at its bottom is as follows.

1. **Select the box in which the desired document is stored.**
2. **Select the document, and then press [SETTINGS].**



3. **Press [TIME STAMP].**
4. **Press [LOWER], and then [OK].**

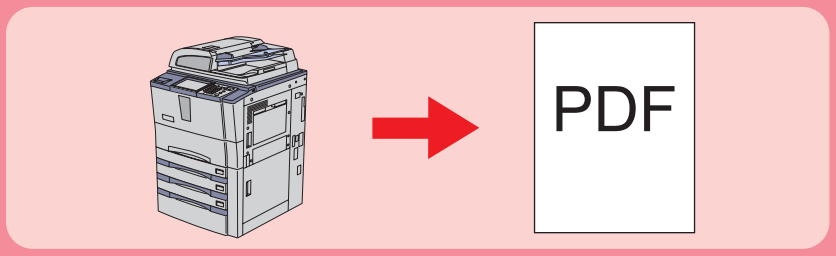


5. **Press [PRINT].**

For details, refer to the ***e-Filing Guide***.

COPY | FAX | SCAN | e-FILING | PRINT

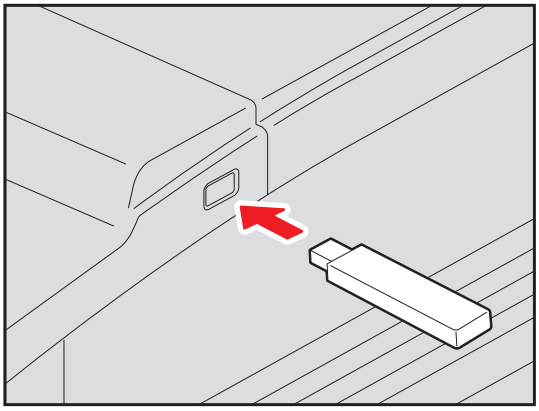
Printing a PDF file stored in the USB device



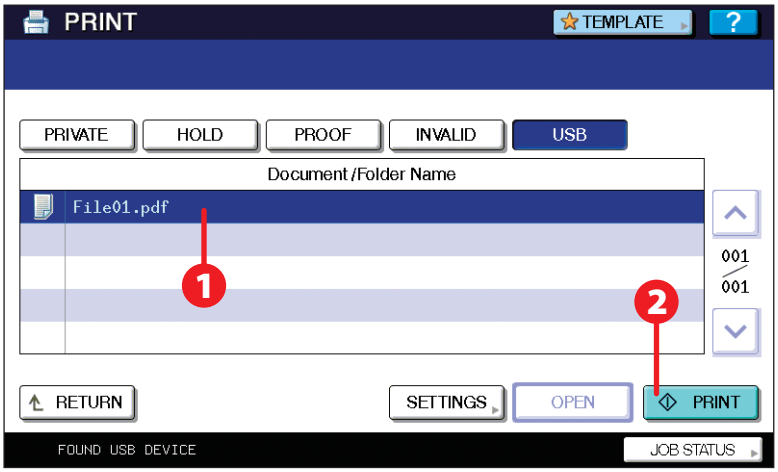
EXAMPLE

The procedure for printing 1 set of a PDF file stored in the USB device is as follows.

1. **Connect the USB device to the USB port.**

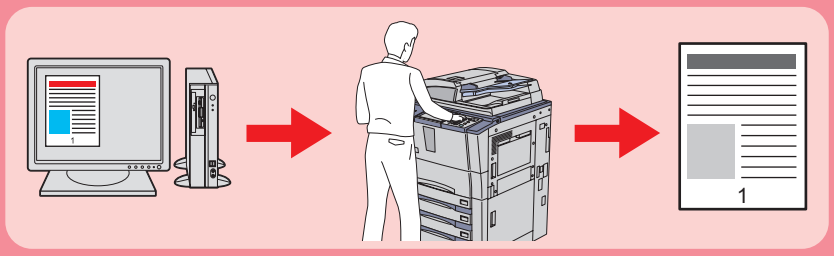


2. **Press the [PRINT] button on the control panel.**
3. **Press [USB] on the touch panel.**
4. **Select a PDF file to be printed, and press [PRINT] on the touch panel.**



For details, refer to the ***Printing Guide***.

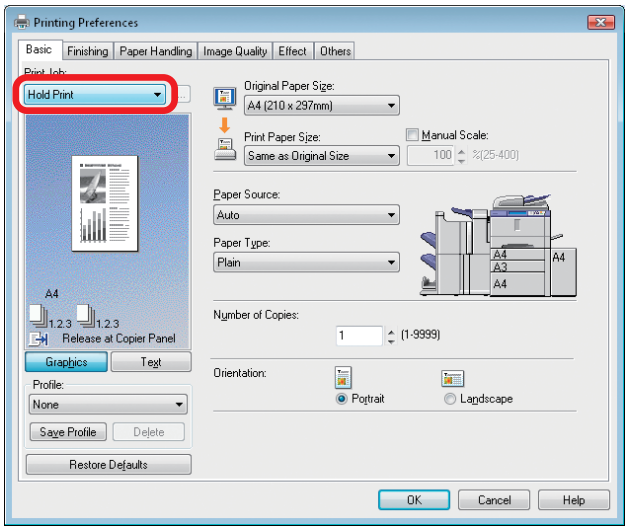
Printing only allowed data set on the control panel



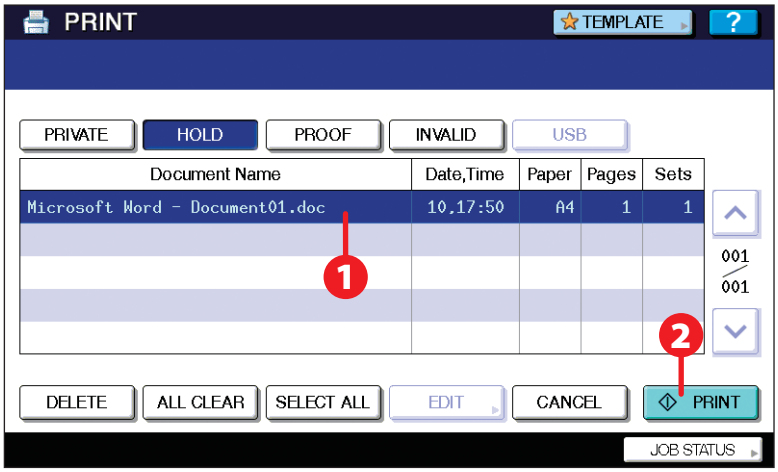
EXAMPLE

The procedure for printing only allowed data set on the control panel is as follows. This will stop you from forgetting to remove printed sheets.

1. **Open a file to be printed, and then select [Print] from the file menu of the application.**
2. **Select the printer driver of this equipment, and then click [Preferences].**
3. **Select "Hold Print" for the job type in the [Basic] tab menu.**



4. **Click [OK] to return to the print dialog box and click [OK].**
5. **Press the [PRINT] button on the control panel of the equipment and press [HOLD].**
6. **Select the user name.**
7. **Select the file you want to print and press [PRINT].**



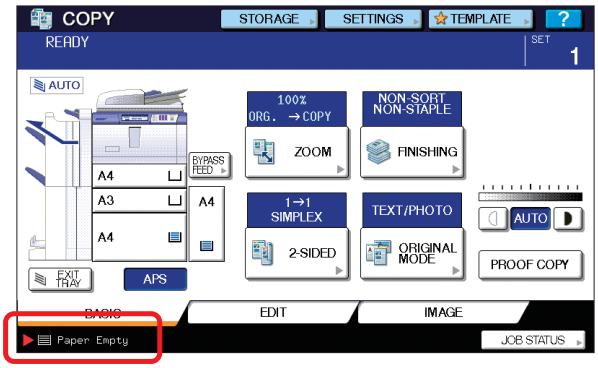
For details, refer to the ***Printing Guide***.

Messages or Other Indications on Touch Panel

This section describes the messages, symbols and error codes displayed on the touch panel of the equipment.

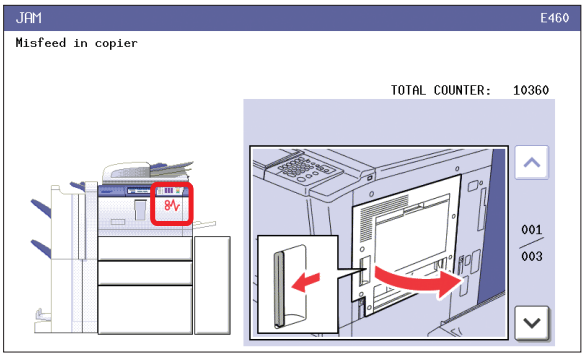
Alert message indication area

Messages appear when paper has run out, etc.



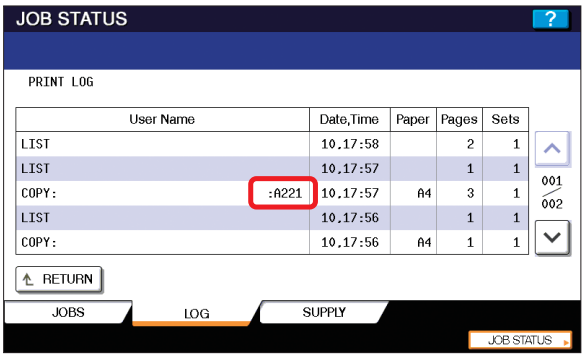
Symbols blinking on the touch panel

Symbols such as paper jam, call service, etc. may blink on the touch panel.



Error codes

When you press [JOB STATUS], and then the [LOG] tab on the touch panel, the LOG menu is displayed. The job history of this equipment and error codes are displayed in the LOG menu.



For details, refer to the ***Troubleshooting Guide***.

Chapter 5
MAINTENANCE & SPECIFICATIONS

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Specifications of Options 67

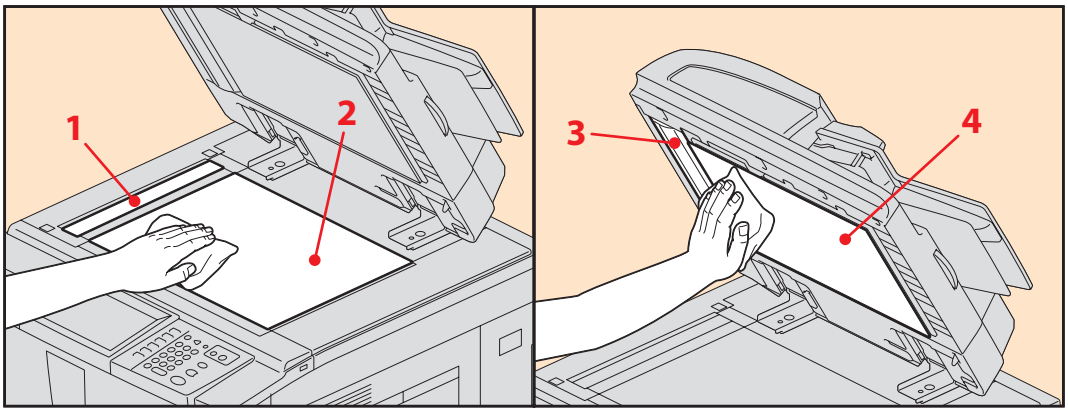
Regular Maintenance

The cleaning method for the equipment is as follows.

We recommend you to clean the following items weekly, so that the originals can be scanned in unsoiled conditions.
Be careful not to scratch the parts that you are cleaning.

Notes

- Be careful not to scratch the portions in cleaning.
- When cleaning the surface of the equipment, do not use such organic solvents as thinner or benzine.
  - This could warp the shape of the surface or leave it discolored.
  - When using a chemical cleaning pad to clean it, follow the instruction.



1. Scanning area (surface of the long rectangular glass)

Wipe it with the accessory cloth or a soft dry cloth. If there are still stains remaining, wipe clean with a piece of soft cloth which has been moistened with water and then squeezed well.
Do not use liquids other than water (such as alcohol, organic solvents or neutral detergent).

2. Original glass

Wipe it with the accessory cloth or a soft dry cloth. If there are still stains remaining, wipe clean with a piece of soft cloth which has been moistened with water and then squeezed well.
Do not use liquids other than water (such as alcohol, organic solvents or neutral detergent).

3. Guide

Clean the surface as follows depending on the staining.
- Clean it with a soft cloth.
- Clean it with a soft cloth lightly moistened with water.
- Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
- Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.

4. Platen sheet

Clean the surface as follows depending on the staining.
- Clean it with a soft cloth.
- Clean it with a soft cloth lightly moistened with water.
- Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
- Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.

Specifications of Equipment

The specifications of the equipment are as follows.

Acceptable paper

Feeder	Media type	Weight	Maximum sheet capacity	Paper size
Drawers	PLAIN	64 - 80 g/m² 17 - 20 lb. Bond	550 sheets (64 g/m², 17 lb. Bond) 500 sheets (80 g/m², 20 lb. Bond)	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ K format: 8K, 16K, 16K-R
	THICK1	81 - 105 g/m² 21 - 28 lb. Bond	400 sheets	
	THICK2	106 - 163 g/m² 29 lb. Bond - 90 lb. Index	200 sheets	
	THICK3	164 - 209 g/m² 91 - 110 lb. Index	150 sheets	
	TAB *1, *2, *3	—	—	A4, LT
Tandem large capacity feeder	PLAIN	64 - 80 g/m² 17 - 20 lb. Bond	3000 sheets (64 g/m², 17 lb. Bond) 2500 sheets (80 g/m², 20 lb. Bond)	A4, LT
	THICK1	81 - 105 g/m² 21 - 28 lb. Bond	2000 sheets	
	THICK2	106 - 163 g/m² 29 lb. Bond - 90 lb. Index	1000 sheets	
	THICK3	164 - 209 g/m² 91 - 110 lb. Index	750 sheets	
External Large Capacity Feeder (optional)	PLAIN	64 - 80 g/m² 17 - 20 lb. Bond	4500 sheets (64 g/m², 17 lb. Bond) 4000 sheets (80 g/m², 20 lb. Bond)	A4, LT
	THICK1	81 - 105 g/m² 21 - 28 lb. Bond	3500 sheets	
	THICK2	106 - 163 g/m² 29 lb. Bond - 90 lb. Index	2000 sheets	
	THICK3	164 - 209 g/m² 91 - 110 lb. Index	1500 sheets	
Bypass tray	PLAIN *4	64 - 80 g/m² 17 - 20 lb. Bond	100 sheets (64 g/m², 17 lb. Bond) 100 sheets (80 g/m², 20 lb. Bond)	A/B format: A3, A4, A4-R, A5-R, A6-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ K format: 8K, 16K, 16K-R Non-Standard size: Length: 100 - 297 mm (3.9 - 11.7"), Width: 148 - 432 mm (5.8 - 17")
	THICK1	81 - 105 g/m² 21 - 28 lb. Bond	80 sheets	
	THICK2	106 - 163 g/m² 29 lb. Bond - 90 lb. Index	40 sheets	
	THICK3 *2, *5	164 - 209 g/m² 91 - 110 lb. Index	30 sheets	
	TRANSPARENCY *2	—	30 sheets	A4, LT
	TAB PAPER *2	—	—	A4, LT

*1 The tab paper can be set in any one drawer and the bypass tray of the equipment. (The recommendation is to set in the 2nd drawer.)
*2 Automatic duplex copying is not available.
*3 When the optional finisher is attached to the equipment, only 5 or 8-bank tab paper is available.
*4 For printing on the tracing paper, select "PLAIN" as the media type. Automatic duplex copying is not available.
*5 For printing on the sticker labels, select "THICK3" as the media type.

Recommended paper for each media type

Media Type	Toshiba recommendations/Manufacturer	Weight
PLAIN	A/B format: TGIS Paper/Mondi LT format: TIDAL/Hammermill	80 g/m^2, 20 lb. Bond
	Tracing Paper/Ostrich International *2	75 g/m^2, 20 lb. Bond
THICK1	A/B format: Color Copy/Mondi LT format: Laser/Hammermill	90 g/m^2, 24 lb. Bond
THICK2	A/B format: Color Copy/Mondi LT format: Laser/Hammermill	120 g/m^2, 32 lb. Bond
	A/B format: Color Copy/Mondi LT format: Exact Index/WAUSAU	160 g/m^2, 90 lb. Index
THICK3	A/B format: Color Copy/Mondi LT format: Exact Index/WAUSAU	200 g/m^2, 110 lb. Index
	A/B format: 3478/Zweckform-Avery *2 LT format: 5165/Avery *2	—
TRANSPARENCY *1	A/B format: PP2500/3M LT format: PP2500L/3M, X-10.0/Folex	—
TAB PAPER *2	Copytabs/Blanks USA	—

*1 Only Toshiba-recommended OHP film should be used. Using any other film may cause a malfunction.
*2 Automatic duplex copying is not available.

e-STUDIO555/655/755/855 Specifications

Model name		DP-5550/6550/7550/8550
Type		Console type
Original glass		Fixed
Printing (copying) system		Indirect electrophotographic method
Developing system		2-component magnetic brush developing
Fixing method		Induction heating
Photosensor type		OPC
Original scanning system		Flat surface scanning system (When the Reversing automatic document feeder is installed: Fixed scanning system by feeding the original)
Original scanning sensor		Linear CCD sensor
Scanning light source		Xenon lamp
Resolution	**Scanning**	600 dpi x 600 dpi
	Writing	2400 dpi x 600 dpi (Smoothing process)
Acceptable originals		Sheets, books and 3-dimensional objects
Acceptable original size		Max. A3 or LD
Acceptable copy paper size	**Drawer**	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ, 8K, 16K, 16K-R
	Bypass	Paper size within 100 - 297 mm (3.9" - 11.7") (Length), 148 - 432 mm (5.8" - 17") (Width)
Acceptable copy paper weight		64 - 209 g/m^2 (17 lb. Bond - 110 lb. Index) (drawer and bypass feeding)
Warm-up time		Approx. 130 sec.
First copy time (A4 or LT portrait)		e-STUDIO555/655: less than 4.0 sec., e-STUDIO755/855: less than 3.5 sec.
Continuous copy speed		Refer to the Copying Guide.
Multiple copying		Up to 9999 copies (digital key entry)
Excluded image width	**Copy**	Leading edge: 3.0±2.0 mm (0.12"±0.08"), Trailing edge: 2.0±2.0 mm (0.08"±0.08"), Both edge: 2.0±2.0 mm (0.08"±0.08")
	Printer	Leading edge: 4.2±2.0 mm (0.17"±0.08"), Trailing edge: 4.2±2.0 mm (0.17"±0.08"), Both edge: 4.2±2.0 mm (0.17"±0.08")
Reproduction ratio	**Actual size**	100±0.5%
	Zoom	25 - 400% (in 1% increments)
		For the Reversing automatic document feeder 25 - 200% (in 1% increments)
Paper supply	**Drawer**	Approx 500 sheets (80 g/m^2, 20 lb. Bond)
	Bypass	Approx 100 sheets (80 g/m^2, 20 lb. Bond)
Toner density adjustment		Magnetic auto-toner system
Exposure control		Automatic plus manual selection from 11 exposure step
USB interface		USB 2.0 (Hi-Speed)
Environment (for normal use)		Temperature: 10 ° - 30 °C (50 ° - 86 °F), Humidity: 20 - 85% (No Condensation)
Power requirements and Power consumption (including optional equipments)		AC 220-240 V±10%, 9 A (50/60 Hz): 2.0 kW or less AC 115 V±10%, 20 A (50/60 Hz): 2.0 kW or less AC 127 V±10%, 20 A (50/60 Hz): 2.0 kW or less (for Saudi Arabia 100 V version only)
Dimensions (equipment only)		698 mm (27.48") (W) x 789 mm (31.06") (D) x 1176 mm (46.3") (H)
Weight		Approx. 226 kg (498 lb.) (equipment including developer and drum)
Space occupied (equipment only)		1395 mm (54.92") (W) x 789 mm (31.06") (D) (With fully extended bypass tray and opened receiving tray)
Storage capacity		Max. 2000 images (1 job) (Toshiba's own chart)

• This specification varies depending on the printing conditions and the environment.
• Specifications and appearance are subject to change without notice in the interest of product improvement.

Reversing automatic document feeder

Copy sides	1-side, Duplex
Number of originals	100 originals (80 g/m^2, 20 lb. Bond) or 16 mm/0.63" or less in height (more than 80 g/m^2, 20 lb. Bond)
Feeding speed	66 sheets/min. (600 dpi)
Acceptable originals	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP (A5 and ST size are not acceptable)
Paper weight	1-sided original: 35 - 209 g/m^2, 9.3 - 110 lb. Index 2-sided original: 50 - 157 g/m^2, 13 - 40 lb. Bond
Power source	Supplied from the equipment

Specifications of Options

The specifications of the options are as follows.

External Large Capacity Feeder

Model name	MP-4004
Acceptable paper size	A4 or LT
Paper weight	64 - 209 g/m², 17 lb. Bond - 110 lb. Index
Maximum capacity	4000 sheets (80 g/m², 20 lb. Bond)
Power source	Supplied from the equipment
Dimensions	327 mm (12.9") (W) x 604 mm (23.8") (D) x 617 mm (24.3") (H) (when installed to the equipment)
Weight	Approx. 37 kg (81.6 lb.)
Power consumption	49.25 W max.

Finisher

Model name		MJ-1027	MJ-1028		MJ-1029		
Type		Floor type					
Acceptable paper size		A3, A4, A4-R, A5-R, A6-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R					
Acceptable paper weight		64 - 256 g/m² (17 lb. Bond - 140 lb. Index)					
Number of copies stapled at a time (MJ-1027, MJ-1028, MJ-1029)	**Paper size**	80 g/m² 20 lb. Bond	90 g/m² 24 lb. Bond	105 g/m² 28 lb. Bond	80 g/m² 20 lb. Bond	90 g/m² 24 lb. Bond	105 g/m² 28 lb. Bond
	A4, B5, LT	50 sheets	30 sheets	30 sheets	100 sheets	30 sheets	30 sheets
	A3, A4-R, B4, FOLIO, LD, LG, LT-R, COMP	30 sheets	15 sheets	15 sheets	50 sheets	15 sheets	15 sheets
Stapling position		Rear, Rear diagonal, Front diagonal, Double					
Saddle stitching		Not available	Available				
Number of copies saddle stitched at a time		—	A3, A4-R, B4, LD, LT-R				
			80 g/m² 20 lb. Bond		90 g/m² 24 lb. Bond		105 g/m² 28 lb. Bond
			15 sheets		10 sheets		10 sheets
Power source		Supplied from the equipment					
Dimensions		616 (740)* mm (24.25" (29.13"))* (W) x 630 mm (24.8") (D) x 1023 mm (40.28") (H)					
Weight		Approx. 43 kg (94.8 lb.)	Approx. 63 kg (138.9 lb.)		Approx. 66 kg (145.5 lb.)		
Power consumption		83 W max.	85.5 W max.		1.5 kW max.		

* The dimension values in parentheses are measured when the sub-tray is pulled out.

Tray loading capacity of Finisher

Unit: mm (with allowable error of ±7 mm or 0.28")
Values in parentheses: Number of sheets (80g/m² or 20 lb. Bond)

Mode	Non-Sort		Sort/Group		Stapled	
					Mixed paper not loaded	Mixed paper loaded
Tray No.	1	2	1	2	1, 2	1, 2
A5-R, ST-R	140 (1000)	140 (1000)	—	—	—	—
B5-R	140 (1000)	140 (1000)	—	—	—	—
A4, B5, LT	250 (2000)	250 (2000)	250 (2000)	250 (2000)	Whichever of 110 mm (4.3"), 750 sheets or 100 sets is reached first	Whichever of 74 mm (2.9"), 500 sheets or 50 sets is reached first
A3, A4-R, B4, FOLIO, LD, LG, LT-R, COMP	140 (1000)	140 (1000)	140 (1000)	140 (1000)	Whichever of 74 mm (2.9"), 500 sheets or 50 sets is reached first	Whichever of 74 mm (2.9"), 500 sheets or 50 sets is reached first

- When sets of stapled and not stapled paper are loaded on the tray, the tray loading capacity is whichever of 22 mm (0.86") thick, 150 sheets or 50 sets is reached first.

Hole Punch Unit

Model name	MJ-6003 Series
Acceptable paper size	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R
Acceptable paper weight	64 - 256 g/m², 17 lb. Bond - 140 lb. Index

	Numbers of punching holes and hole diameter	Available paper size
Japan and most of Europe (MJ-6003E)	2 holes (6.5 mm or 0.26" dia.)	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R
North America (MJ-6003N)	2/3 holes switchable (8.0 mm or 0.32" dia.)	2 holes: A4-R, B4, B5, B5-R, FOLIO, LG, LT-R, 8.5"SQ, 13"LG, COMP, 16K-R 3 holes: A3, A4, LD, LT, 8K, 16K
France (MJ-6003F)	4 holes (6.5 mm or 0.26" dia.; 80 mm or 3.15" pitch)	A3, A4, LT, 8K, 16K
Sweden (MJ-6003S)	4 holes (6.5 mm or 0.26" dia.; 70 mm and 21 mm or 2.76" and 0.83" pitch)	A3, A4, A4-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, COMP, 8.5"SQ, 13"LG, 8K, 16K, 16K-R

Inserter

Model Name	MJ-7001	
Acceptable paper size	A3, A4, A4-R, B4, B5, FOLIO, LD, LG, LT, LT-R, COMP	
Acceptable paper weight	64 - 256 g/m², 17 lb. Bond - 140 lb. Index	
Maximum capacity	64 - 80 g/m², 17 - 20 lb. Bond	up to 256 g/m², up to 140 lb. Index
	100 sheets	Height: approx. 12 mm (0.47")
	* Special paper: 60% less than above	
Power source	Supplied from the equipment	
Dimensions	533 mm (21.0") (W) x 612 mm (24.1") (D) x 1072 mm (42.2") (H)	
Weight	Approx. 20 kg (6.2 lb.)	
Power consumption	99 W max.	

FAX Unit

Model Name	GD-1250
Size of Original	A3, A4, A4-R, A5, A5-R, B4, B5, B5-R, FOLIO, LD, LT-R, LG, ST, ST-R, COMP
Recording Paper Size	297 mm - 420 mm (A3), 210 mm - 297 mm (A4), 148 mm - 210 mm (A5), 257 mm - 364 mm (B4), 182 mm -257 mm (B5)
Compatibility Communication Modes	Exclusive Mode, ECM, G3
Communication Resolution	Horizontal: 8 dots/mm, 16 dots/mm, 300 dots/inch
	Vertical: 3.85 lines/mm, 7.7 lines/mm, 15.4 lines/mm, 300 dots/inch
Transmission Rate	33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400 bps
Encoding Systems	JBIG/MMR/MR/MH
Printing Method	Laser electronic printing
Memory Capacity	Transmission/Mailbox: 500 MB (HDD) Reception: 500 MB (HDD) *1
Unit Type	Desktop type, transmitting/receiving dual type
Applicable Network	Public Switched Telephone Network (PSTN)

*1 For hard drives, MB means 1 million bytes. (Total HDD accessible capacity may vary depending on operating environment.)

Refer to the ***GD-1250/GD-1260/GD-1270 Operator's Manual for FAX Unit*** for details of the FAX Unit (GD-1250).

Toshiba-recommended paper is used for the values above. Specifications and appearance are subject to change without notice in the interest of product improvement.

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MULTIFUNCTIONAL DIGITAL SYSTEMS
Quick Start Guide

e-STUDIO555/655/755/855

TOSHIBA TEC CORPORATION
2-17-2, HIGASHIGOTANDA, SHINAGAWA-KU, TOKYO, 141-8664, JAPAN

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